PacerForum 2.0b1 Installation Guide

Parts List

- PacerForum - Client Installer - Version 2.0b1
    - PacerForum 2.0 application
    - Forum 2.0 extension

- PacerForum - Server Installer - Version 2.0b1
    - ForumServer extension
    - ForumAdmin 2.0 application

- PacerForum - Sample Database - Version 2.0b1
    - Forum Server *f*

Client Installation

Insert the PacerForum - Client Installer disk and launch the **Installer Script** document. This will install the 2.0b1 client software. The **Forum 2.0** extension will be copied to the system folder and the **PacerForum 2.0** application will be copied to the top level of your hard disk.

Note : If you have already installed PacerForum 1.0 the installer will **NOT** remove it. The 1.0 and 2.0 clients **CAN** run on the same machine.

Sample Database Installation

If you will be running the PacerForum Server on an existing 1.0 database then you should **NOT** install the Sample Database. If you are new to Forum or setting up a new server then insert the PacerForum - Sample Database disk and copy the '**Forum Server** *f*' folder to the system folder on your server machine.

Note : If you are going to install the Sample Database then this should be done before installing the Server.

Server Installation

Insert the PacerForum - Server Installer disk and launch the **Installer Script** document. The installation will copy the ForumServer extension file to the system folder.

Note : If you are installing over an existing it is recommended that you backup the '**Forum Server ƒ**' folder in the system folder before installing the 2.0 version. Version 2.0 requires a new database format. The server will convert the database to the new format after you restart the Macintosh. **Once converted to 2.0 format you can not convert back to 1.0!**

Admin Installation

Insert the PacerForum - Server Installer disk and copy the ForumAdmin 2.0 application to your hard disk.

Pacer
Software

Keeping You Well Connected

PacerForum
Administrator's Guide

Preliminary Version 2.0b1   Chapters 2 - 5

2
Setting Up the Server

Now that you have installed the PacerForum server software, you are ready to use the ForumAdmin software to set up the PacerForum server. This chapter introduces you to the ForumAdmin windows, shows you how to set the PacerForum administrator's name and password, how to enter license keys, and how to set the server's name.

Before you begin
Be sure that you installed the PacerForum server software as described in the previous chapter. This chapter assumes that you have also installed the sample PacerForum server that came with your package. If you didn't, some of the pictures in this chapter may not match exactly what you see on your screen.

In this chapter

- Starting ForumAdmin for the First Time
- ForumAdmin Windows
- Changing the Administrator's Password and Name
- Changing the Server's Name
- Entering License Keys
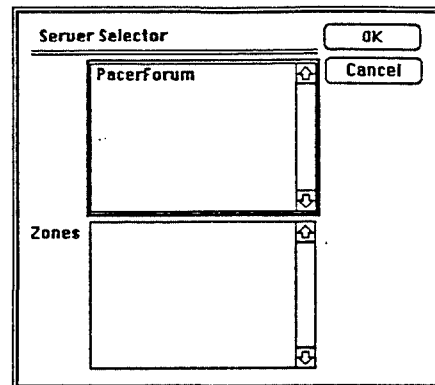
Starting ForumAdmin for the First Time

ForumAdmin 2.0

Double-click on the ForumAdmin icon on the desktop to start the ForumAdmin application.

Choosing a PacerForum Server

When you start ForumAdmin for the first time, you will see a dialog box that lets you choose a PacerForum server.


Select the PacerForum server you want to use from the upper list and click **OK.**

If your Macintosh network is divided into zones, and the PacerForum server that you want to connect to is in a different zone than your Macintosh, select the zone that contains the server to make the server name appear in the upper list.

Signing In to a PacerForum Server

After you have selected a PacerForum server, ForumAdmin asks you to sign in as the PacerForum administrator.
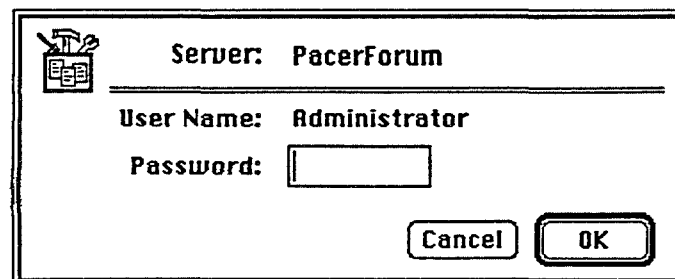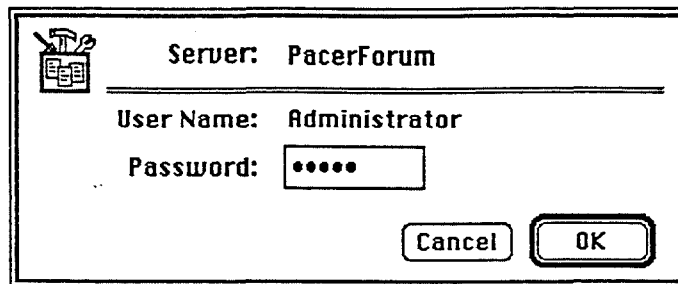

With ForumAdmin, you can only sign in to the administrator account, so it doesn't require you to fill in the name. The default name for the

administrator account is "Administrator". Later on, you will learn how to change the name of this account. The administrator account is special because only the administrator can create new user accounts, assign user privileges, create user groups, and create icon categories.

One of the first things you should do as a PacerForum administrator is change the administrator password.

When you first set up a PacerForum server, the password is **forum**. Type **forum** (in all lowercase letters) in the Password field. Everything you type in the password field shows up as bullets.
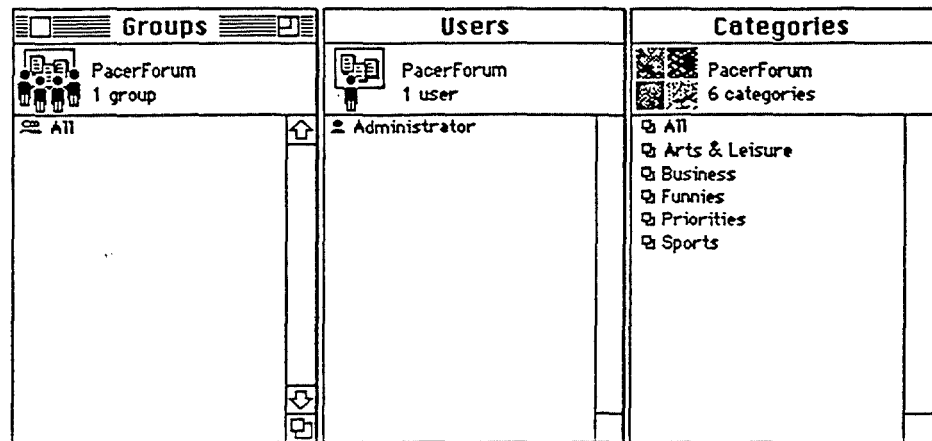

Click **OK** to sign in to the PacerForum server. Once you sign in, you will see the ForumAdmin windows.

ForumAdmin Windows

You will use the ForumAdmin windows to manage the PacerForum server. When you start ForumAdmin, you will see the Groups, Users, and Categories windows.

▤☐▤ Groups ▤▤▣▤	Users	Categories
🗐 PacerForum 👥 1 group	🗐 PacerForum 👤 1 user	🖼🖼 PacerForum 🖼🖼 6 categories
📇 All	👤 Administrator	🗂 All 🗂 Arts & Leisure 🗂 Business 🗂 Funnies 🗂 Priorities 🗂 Sports

The Groups window contains a list of all the user groups on the PacerForum server. Since you have not created any user accounts or groups, the only group in this window is the group "All", which includes every user registered in the server. You cannot delete or modify the "All" group.

The Users window contains a list of all the users on the PacerForum server. Since you are the only user at this point, the only name in this window is "Administrator".

The Categories window lists all the icon categories on the PacerForum server. If you uses the Sample server that came with your PacerForum package, you may see some categories in this window. The category "All" contains all the icons on the server.

Windows	
Users	⌘U
Groups	⌘G
Icons	⌘I
Icon Categories	⌘K
Status	⌘S

To work with a window, you can click in it, or you can choose its name from the Windows menu.

As you can see from the Windows menu, ForumAdmin uses two other windows, but it doesn't open them automatically. The two other windows are the Icons window and the Status window. The Icons window contains a list of all the icons on the server. You will learn more about the Icons window in Chapter 4. The Status window displays the names of all the users connected to the server and displays some statistics that help you monitor server activity. You will learn more about the Status window in Chapter 5.

The choices available in the File menu depend on which window is frontmost. For example, when the User window is in front, the commands in

the **File** menu are about users. When the Group window is in front, the commands in the **File** menu are about groups.
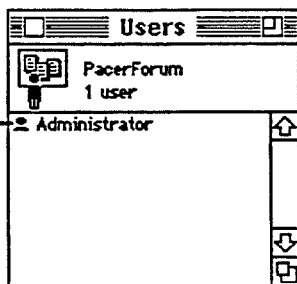
Changing the Administrator's Password and Name

The first thing you need to do as a PacerForum administrator is to assign yourself a password. If you are the only person administering the server, you may also want to change the administrator's name to your name.

To change the administrator name and password:

1. Click in the Users window or choose **Users** from the **Windows** menu.
2. Double-click on the name "Administrator" to open the account. You can also select the name and choose **Open User...** from the **File** menu or press the Return or Enter key.

Double-click here to change the name and password

```
┌───────────── Users ─────────────┐
│  ▣▣   PacerForum                 │
│  ▓     1 user                    │
│ ● Administrator            ⬆     │
│                                  │
│                                  │
│                            ⬇     │
│                            🔲    │
└──────────────────────────────────┘
```

ForumAdmin opens a user account window that shows the administrator's name, a hidden password, and the administrator privileges. Since the administrator is in charge of creating new accounts and maintaining the server, the administrator account always has full privileges that cannot be changed.

Type new
name here

Type new
password here

```
┌────────────────────────────────────────┐
│ ▤□▤▤▤▤▤▤ User: Administrator ▤▤▤▤▤▤ │
│  ┌──┐                                   │
│  │▦▦│  Name: │Administrator      │      │
│  └──┘                                   │
│        Password: │••••        │         │
│  ══════════════════════════════════     │
│  Privileges:                            │
│    ◉ Create boards, topics, responses   │
│    ○ Create topic and responses         │
│    ○ Create responses                   │
│    ○ Read only                          │
│    ⊠ Create user                        │
│                 ┌────────┐ ┌────────┐   │
│                 │ Cancel │ │ Modify │   │
│                 └────────┘ └────────┘   │
└────────────────────────────────────────┘
```

If you want to change the name of the administrator account, type a new name in the **Name** field. Names can be up to 19 characters long. To distinguish the administrator from other users, ForumAdmin identifies the administrator with the icon ≗ to the left of the administrator's name in the Users window.

Type a new password in the **Password** field. Passwords can be up to 9 characters long. You can leave the password blank, but this is not recommended since anyone would be able to sign in to the administrator's account.

Changing the Server's Name

Next, you will want to give your PacerForum server a name. If you are using the sample server that came with your PacerForum package, and you like its name, you don't have to change it. But it is usually a good idea to give your server a name that means something to the people who will be using it.

To change the PacerForum server name, choose **Server Settings...** from the File menu. ForumAdmin opens the Server Settings dialog box.

Type the new ——
server name here

Server Settings

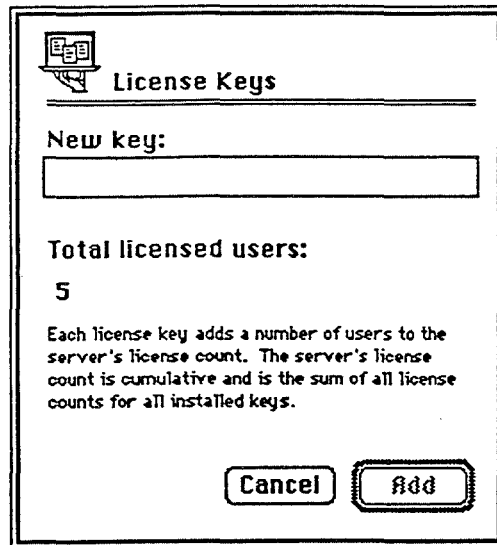**Server name:**

PacerForum

Cancel   Update
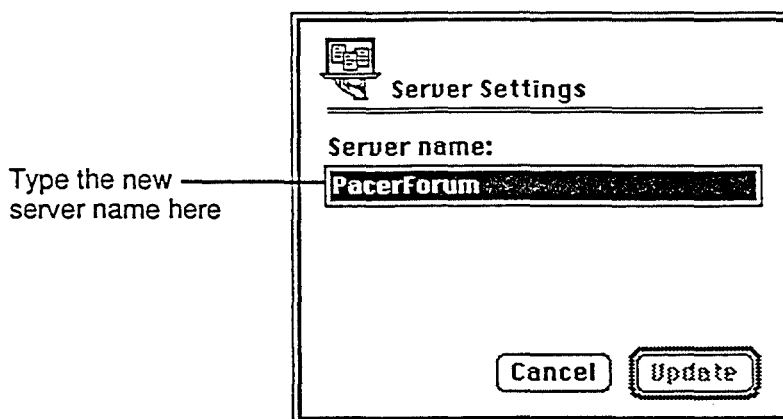
Type the new server name and click **Update**. The server name can be up to 19 characters long. It cannot contains the characters *, =, :, /, or ≈.

> **Note:** If you change the name of the server after other PacerForum users have already connected to it, they will have to select the new server name the next time they start the PacerForum application.

Entering License Keys

Before others can use PacerForum, you must enter a license key that allows you to create new user accounts. The license key is printed on your product registration card. The registration card also tells you how many user accounts you can create with your license key.

To enter a license key, choose **License Keys...** from the **File** menu.

```
┌─────────────────────────────────────┐
│ ┌─────────────────────────────────┐ │
│ │  ▛▜                             │ │
│ │  ▙▟  License Keys              │ │
│ │ ─────────────────────────────── │ │
│ │  New key:                       │ │
│ │ ┌─────────────────────────────┐ │ │
│ │ │                             │ │ │
│ │ └─────────────────────────────┘ │ │
│ │                                 │ │
│ │  Total licensed users:          │ │
│ │                                 │ │
│ │  5                              │ │
│ │                                 │ │
│ │  Each license key adds a number of users to the │ │
│ │  server's license count. The server's license   │ │
│ │  count is cumulative and is the sum of all license │ │
│ │  counts for all installed keys.  │ │
│ │                                 │ │
│ │          ┌────────┐ ┌────────┐  │ │
│ │          │ Cancel │ │  Add   │  │ │
│ │          └────────┘ └────────┘  │ │
│ └─────────────────────────────────┘ │
└─────────────────────────────────────┘
```

All 0's in the license key are zeros.

Type the 16-digit exactly as it appears on your product registration card, and click **Add**. ForumAdmin checks to make sure that the key is valid. If it is, it increases the number of new accounts you can create.

To increase the number of users on a PacerForum server, you can purchase and enter additional license keys.

Your PacerForum license keys entitle you to copy and install the licensed number of copies of the PacerForum client software. You may have as many PacerForum servers as you wish, but you may not make or install more than the licensed number of copies of the PacerForum client software.

For example, if you purchased license keys for 25 users, you may have several servers each with the same 25 users. But you may not make or install more than 25 copies of the PacerForum client software.

If you want to increase the number of PacerForum clients, you must purchase additional copies of PacerForum.

3
Users and Groups

Every person who wants to connect to a PacerForum server to read and post messages needs a user account on that server. This chapter shows you how to create user accounts and how to assign privileges to those accounts. You will also learn how to place users into groups to make granting access to bulletin boards easier.

In this chapter

- Working with User Accounts
- Working with Groups
- Modifying Privileges for Multiple Users
- Importing and Exporting Users and Groups

Working with User Account

Every user needs a user account to sign in to a PacerForum server. A user account consists of a user name, a password, and creation privileges. This section shows you how to create user accounts, how to modify user accounts, and how to delete user accounts.

Creating User Accounts

To create a new user account

1. Click in the Users window, or choose Users from the Windows menu.
2. Choose New User... from the File menu.

ForumAdmin opens a new user window.

Type the user name in the Name field. Names can be up to 19 characters long. As you create new user accounts, use a consistent form. If people in your organization go by first name and the organization is small, you might want to use only first names. Other possibilities are Firstname Lastname or Lastname Firstname. ForumAdmin always keeps the user list alphabetized.

Type a password for the user in the Password field. The password can be up to 9 characters long. You can leave this field blank. Since users typically change their own passwords, you might want to set the initial password to be blank, the user's name, or some other standard password. Be sure to remind the users on your server to change their passwords.

The privilege buttons specify the rights a user has while connected to a server. In most cases, all uses should have full privileges, so that they can create bulletin boards and topics, read and respond to topics, and create icons.

If necessary, you can restrict privileges. For instance, you might want to let contractors who work with your company create topics and responses, but not create bulletin boards. Or you might have a "guest" account that can only read topics without responding.

After you fill in the user name, password, and privileges, click **Add** to create the account. ForumAdmin displays the new names in the Users window.

```
┌──────────── Users ────────────┐
│  ┌───┐  PacerForum           │
│  └───┘  3 users              │
├──────────────────────────────┤
│  ≗ Administrator        △   │
│  ≗ Carlos Martinez          │
│  ≗ Jennifer Hsia            │
│                             │
│                         ▽   │
│                         ⊡   │
└──────────────────────────────┘
```
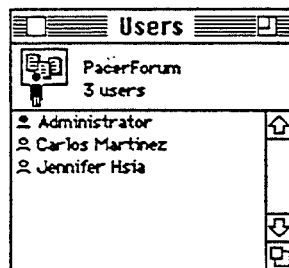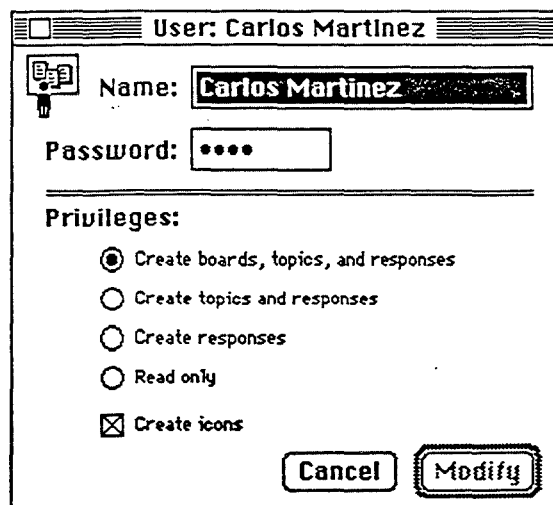

Note: If you didn't enter your license keys, or if you create all the accounts that your license allows, ForumAdmin displays a message telling you that you need additional licenses to create more user accounts.

If you want to set up several user accounts at once, you may want to import a user list as described at the end of this chapter.

Modifying User Accounts

From time to time, you may need to modify a user's account. You can change the user's name, password, or privileges. For instance, when users forget their password, you can give them a new password.

To modify a user account, click in the Users window, or choose Users from the **Windows** menu. To open the account, double-click on the user's name. You can also select the user's name from the window and choose **Open User...** from the **File** menu or press the Return or Enter key. ForumAdmin opens a user window that shows the user's information.

```
▤☐▤▤▤ User: Carlos Martinez ▤▤▤▤

 🔲   Name:  Carlos Martinez

     Password:  ••••

     ─────────────────────────────
     Privileges:
        ⦿ Create boards, topics, and responses
        ○ Create topics and responses
        ○ Create responses
        ○ Read only
        ☒ Create icons
                       [ Cancel ]  [ Modify ]
```

Type a new name in the **Name** field or a new password in the **Password**, field just as you did when you created the user account.

Click in the privileges buttons to change the user's privileges.

When you are finished, click Modify. If the user is signed in to the server, changes to the account will not take effect until the next time the user signs in.
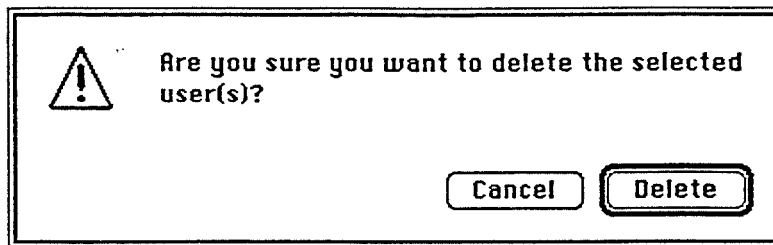
Deleting User Accounts

If someone leaves your organization or no longer needs access to PacerForum, you can delete the user account.

To delete a user account:

1. Click in the Users window, or choose **Users** from the **Windows** menu
2. Click on the user's name to select it
3. Choose **Delete User** from the **File** menu.

ForumAdmin asks you to make sure that you want to delete the account.

```
┌─────────────────────────────────────────────────────┐
│  ⚠  Are you sure you want to delete the selected     │
│      user(s)?                                         │
│                                                       │
│                            [ Cancel ]  [ Delete ]    │
└─────────────────────────────────────────────────────┘
```

Click **Delete** to delete the account.

To delete more than one user account at once, you can select several names in the Users window and choose **Delete Users** from the **File** menu. To select a range of users, hold down the Shift key as you click on user names. To select several individual users, hold down the Command key and click on the user names.

To learn more about bulletin board Supervisor, see Chapter 5 of the PacerForum User's Guide.

If the user you are deleting is a Supervisor, ForumAdmin will inform you. If you delete the last Supervisor of a bulletin board, use the PacerForum application to select a new Supervisor.

The only account you cannot delete is the administrator's account. The administrator has this icon ≛ to its left.

Working with Groups

A group is a list of PacerForum users that share a common interest. A group might be made up of members of a department, people working on a project, or any other grouping that makes sense in your organization. PacerForum lets you create bulletin boards that are visible only to members of a group.

This section shows you how to create groups, how to modify groups, and how to delete groups.

Note: If your organization is small, or if you are not ready to create groups, you can skip this section. You can create groups later as you need them.

Creating Groups

To create a new group:

1. Click in the Groups window, or choose **Groups** from the **Windows** menu.
2. Choose **New Group...** from the **File** menu

ForumAdmin opens a new group window.

New group name —

Name:

User list —

| Administrator |
| Barney Pepper |
| Carlos Martinez |
| Chloe Miller |
| Cornelia Miller |
| Jennifer Hsia |
| Jordan Birnbaum |
| Peggy Fowler |
| Steven O'Leary |
| Susan Goodson |
| Wyatt Cole |

New Group

[Cancel]   [OK]
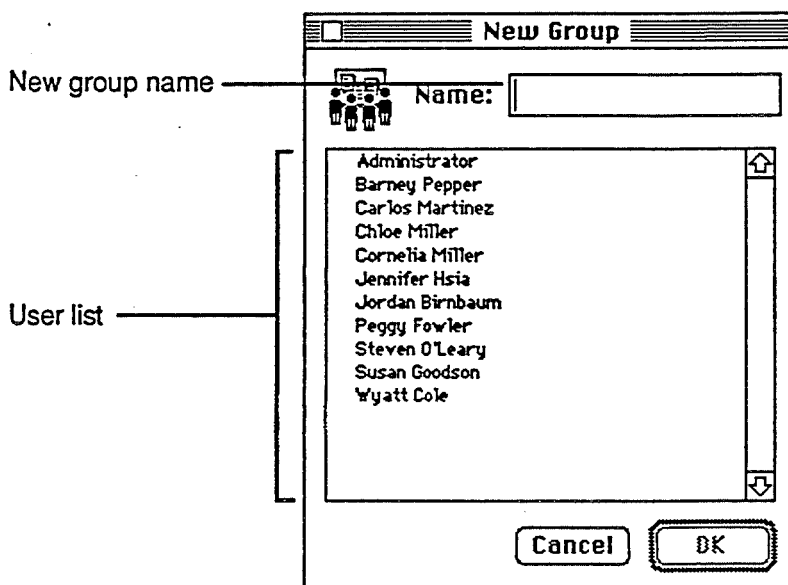
Type a name for the group in the Name field. A group name can be up to 19 characters long.

The user list lets you choose the members of the group. To select the users you want to add to the group, click on their names. You can drag the mouse to select several names. As you select users, ForumAdmin displays their names in bold type and puts a check mark next to their names.
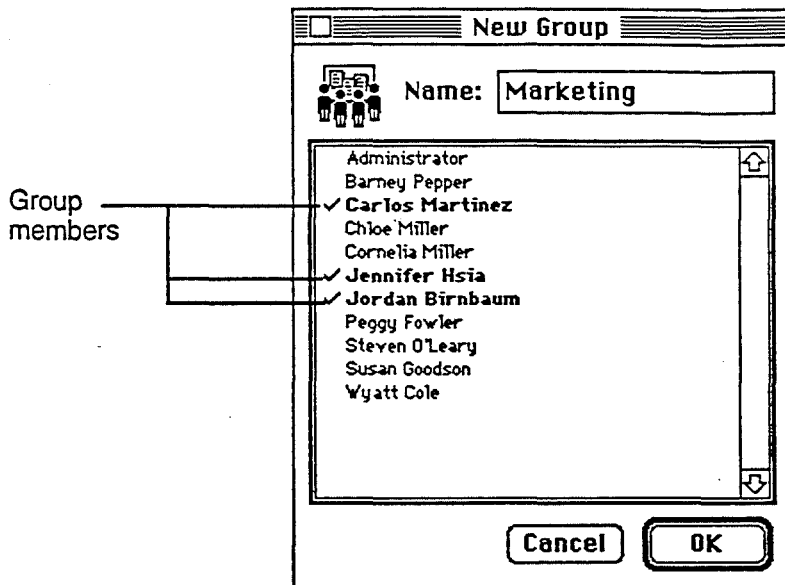
To remove a member, click on the user's name. The check mark disappears, and the name appears in plain type.

Another way to select members is to type the first few characters of the name. Press the Tab key to activate the user list. A box appears around the user list. As you type, ForumAdmin selects the name that most closely matches what you have typed. To add that name to the group, press the Return key.

User list active ————

Type part of ————
name to select

```
╔══════ New Group ══════╗
║  Name: [Marketing    ]║
║                       ║
║  ┌─────────────────┬─┐║
║  │ Administrator   │⬆│║
║  │ Barney Pepper   │ │║
║  │ Carlos Martinez │ │║
║  │ Chloe Miller    │ │║
║  │ Cornelia Miller │ │║
║  │ Jennifer Hsia   │ │║
║  │ Jordan Birnbaum │ │║
║  │ Peggy Fowler    │ │║
║  │ Steven O'Leary  │ │║
║  │ Susan Goodson   │ │║
║  │ Wyatt Cole      │ │║
║  │                 │⬇│║
║  └─────────────────┴─┘║
║                       ║
║     (Cancel)  [ OK ]  ║
╚═══════════════════════╝
```
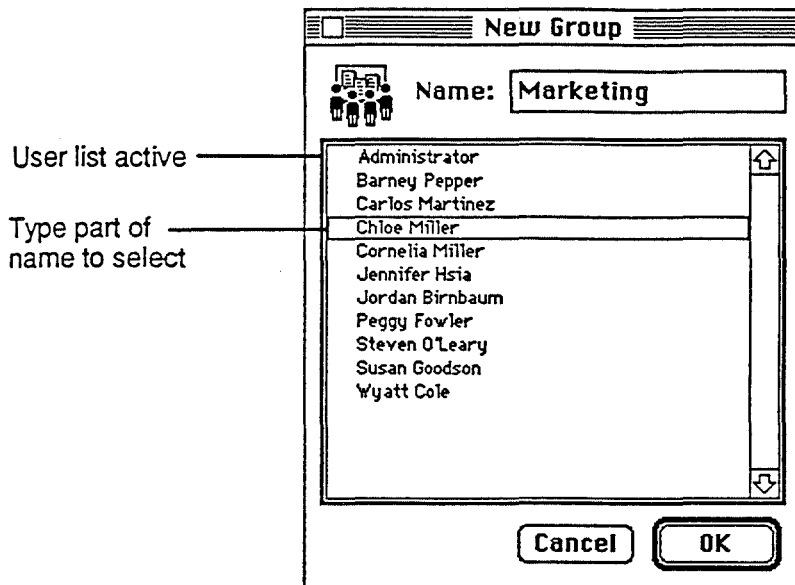
When you click OK, ForumAdmin adds the new group to the Groups window.

```
╔════ Groups ════╗
║  PacerForum    ║
║  2 groups      ║
║  ┌──────────┬─┐║
║  │ All      │⬆│║
║  │ Marketing│ │║
║  │          │⬇│║
║  └──────────┴─┘║
╚════════════════╝
```
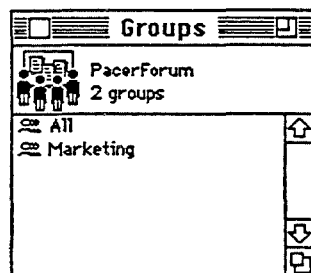
Note: ForumAdmin does not let you create empty groups.
Every group must have at least one member.

Modifying Groups

As your organization changes, you may need to add or remove users from a group. As projects change, you may want to rename groups. ForumAdmin lets you modify any group except the All group.

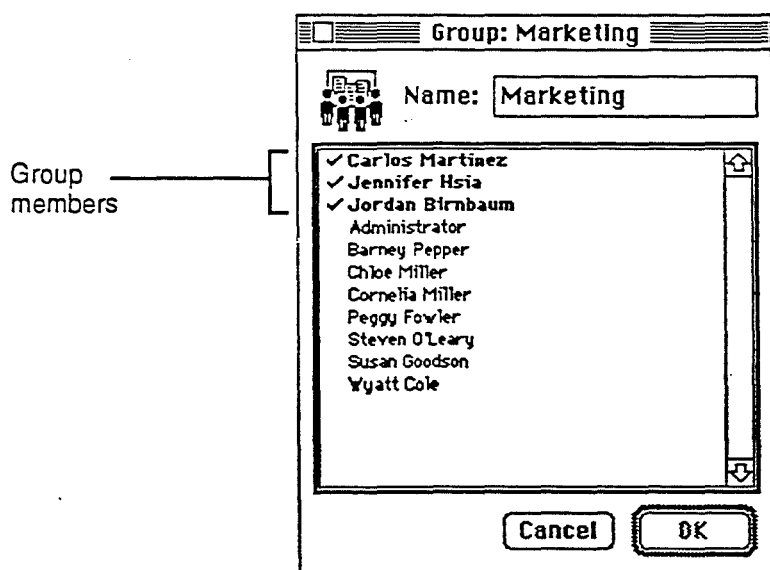To modify a group, click in the Group window, or choose **Groups** from the **Windows** menu. To open the group, double-click on the group name. You can also select the group name from the window and choose **Open Group...** from the **File** menu or press the Return or Enter key. ForumAdmin opens a group window that shows the group's information.

Group members

The current members of the group appear in alphabetical order at the beginning of the user list.

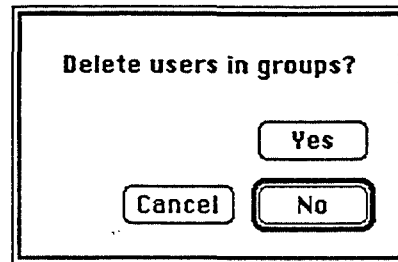To change the name of the group, type the new name in the Name field.

To add new members or to remove existing members, click on their names. You can also use the typing shortcut described above.

After you make the changes to the group, click OK or press the Enter key.

Deleting Groups

You can delete any group except for the All group.

To delete a group, click in the Group window, or choose **Groups** from the **Windows** menu. Click on the group name to select it, and choose Delete Group from the File menu.

```
┌─────────────────────────────────┐
│ ┌─────────────────────────────┐ │
│ │                             │ │
│ │  Delete users in groups?    │ │
│ │                             │ │
│ │              ┌─────────┐    │ │
│ │              │   Yes   │    │ │
│ │              └─────────┘    │ │
│ │   ┌────────┐ ┌─────────┐    │ │
│ │   │ Cancel │ │   No    │    │ │
│ │   └────────┘ └─────────┘    │ │
│ │                             │ │
│ └─────────────────────────────┘ │
└─────────────────────────────────┘
```

To delete both the group and the user accounts of its members, click **Yes**. To delete the group only, and to leave the member accounts intact, click **No**.

To delete more than one group at once, you can select several groups in the Groups window and choose **Delete Groups** from the file menu.

Note: If users had access to a bulletin board because they were members of a group, and you delete that group, none of the users will be able to access that bulletin board unless the users have access to the bulletin board as individuals.

Modifying Privileges for Multiple Users

Modifying user accounts one by one is fine if you only have to make changes to a few user accounts. But there may be times when you want to change user privileges for an entire group of users.

To change the privileges for a group of users:

1. Select one or more groups from the Groups window, or select more than one user from the Users window
2. Choose **Modify User Privileges...** from the **Edit** menu

ForumAdmin opens a Modify User Privileges dialog box.

Some users
have these
privileges ————————

All users have
this privilege ————————

	Modify User Privileges

⊖ Create boards, topics, and responses
⊖ Create topics and responses
○ Create responses
○ Read only
☒ Create icons

[Cancel] [Set]
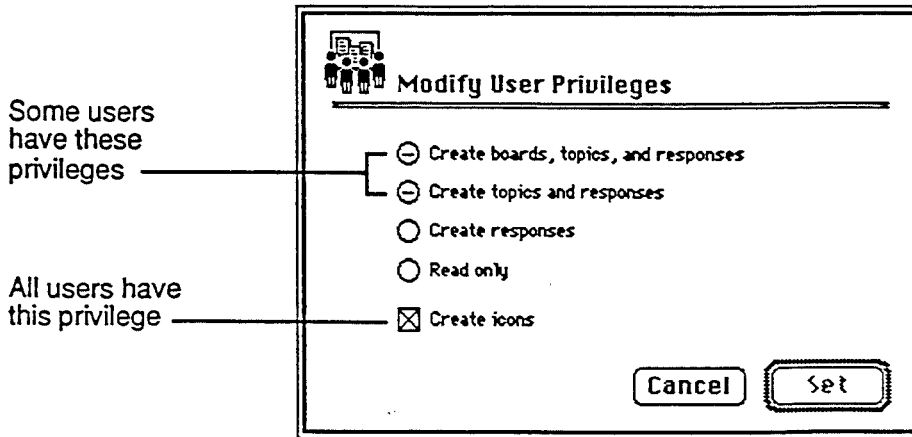
If every user in the selected group has the privilege, the option appears
selected or deselected. If some of the users have a particular privilege, a dash
appears through the button.

Choose the privileges for the selected group of users, and click Set to
change them.

Importing and Exporting User and Group Lists

ForumAdmin lets you import and export user and group lists to copy user
and group lists between PacerForum servers. You can copy some or all of
the users and groups from one server to another.

When you export a list of users, ForumAdmin records the user names and
privileges. Since the passwords are encoded, all passwords are set to
"password" instead of the users' actual passwords.

You can use a Macintosh word processor to create a user list. This approach
is useful if you want to set up a server with many users. The section
"Export List Format" at the end of this chapter shows you how to create
this kind of list.

Creating a User Export File

To export a list of users:

1. Click in the Users window, or choose **Users** from the **Window** menu.
2. To export only some users, select the users you want to export. To export all users, select no user names.
3. Choose **Export All Users...** (or **Export Selected Users...**) from the File menu.

ForumAdmin asks you to name the file that contains the exported user list.
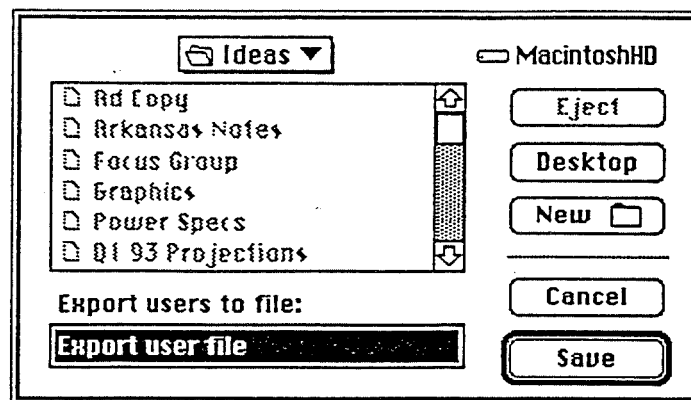
As ForumAdmin exports the users, it displays a progress dialog.

When exporting is complete, the user list is saved as an export file.

Export user file

You can now sign in to another server and import the file into that server.
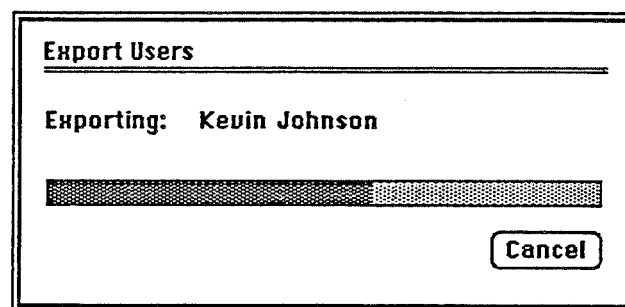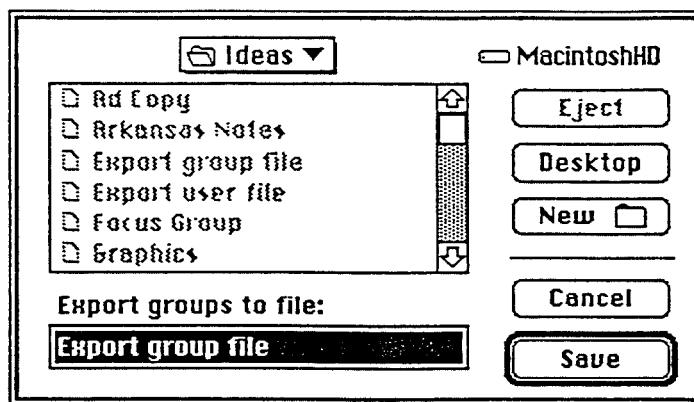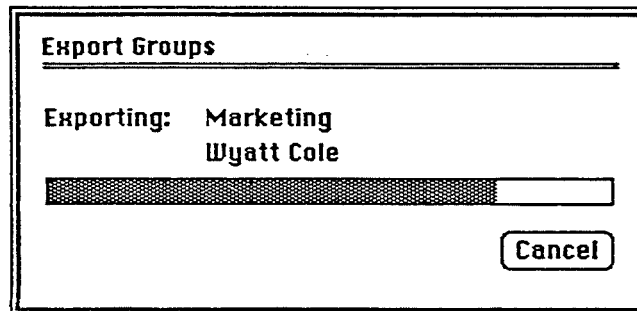
Creating a Group Export File

To export a list of groups:

1. Click in the Groups window, or choose **Groups** from the **Window** menu.
2. To export only some groups, select the groups you wish to export. To export all groups, select no groups names.
3. Choose **Export All Groups...** (or **Export Selected Groups...**) from the **File** menu.

ForumAdmin asks you to name the file that contains the exported group list.

```
┌──────────────────────────────────────────────┐
│   ┌─────────────────┐                          │
│   │ 🗀 Ideas ▼ │          ▭ MacintoshHD        │
│   ┌─────────────────────┐                      │
│   │ ▯ Rd Copy        ⇧ │   ┌──────────────┐    │
│   │ ▯ Arkansas Notes   │   │    Eject      │    │
│   │ ▯ Export group file│   └──────────────┘    │
│   │ ▯ Export user file │   ┌──────────────┐    │
│   │ ▯ Focus Group      │   │   Desktop     │    │
│   │ ▯ Graphics       ⇩ │   └──────────────┘    │
│   └─────────────────────┘  ┌──────────────┐    │
│   Export groups to file:   │   New  🗀     │    │
│   ┌─────────────────────┐  └──────────────┘    │
│   │ Export group file   │  ┌──────────────┐    │
│   └─────────────────────┘  │   Cancel      │    │
│                            └──────────────┘    │
│                            ┌──────────────┐    │
│                            │    Save       │    │
│                            └──────────────┘    │
└──────────────────────────────────────────────┘
```

As ForumAdmin exports the users, it displays a progress dialog.

```
┌──────────────────────────────────────────────┐
│  Export Groups                                 │
│ ══════════════════════════════════════════════│
│                                                │
│  Exporting:   Marketing                        │
│               Wyatt Cole                       │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓░░░░░░          │
│                                                │
│                            ┌──────────┐        │
│                            │  Cancel  │        │
│                            └──────────┘        │
└──────────────────────────────────────────────┘
```

When exporting is complete, the group list is saved in an export file.

Export group file

You can now use ForumAdmin to sign into another server and import the file into that server.

Importing a User or Group List

You can import a user list or group list created by ForumAdmin or one that you created yourself with a Macintosh word processor. You use the same commands to import both user lists and group lists. The only difference between a user list and a group list is that a user list does not specify group affiliations for any user

To import a user list or a group list, choose **Import** from the **File** menu. ForumAdmin opens a standard directory dialog that lets you select a file to import.
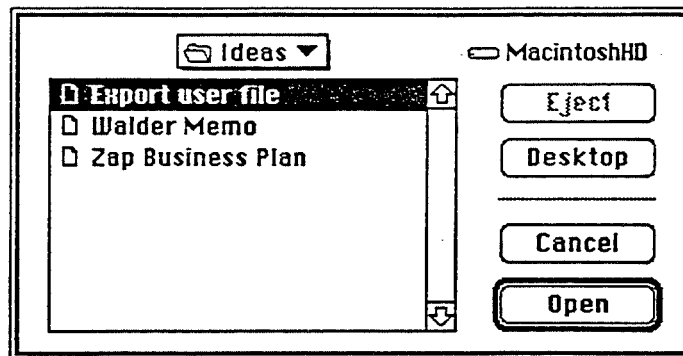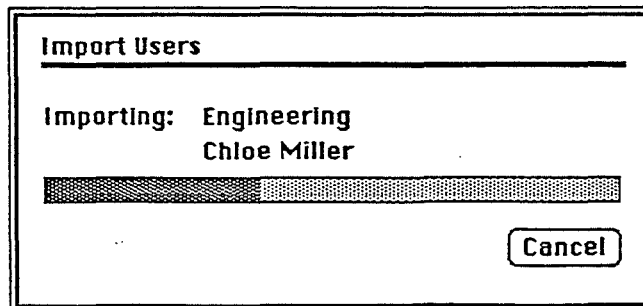

ForumAdmin opens an import dialog box to let you specify whether or not to add new users or to modify privileges.
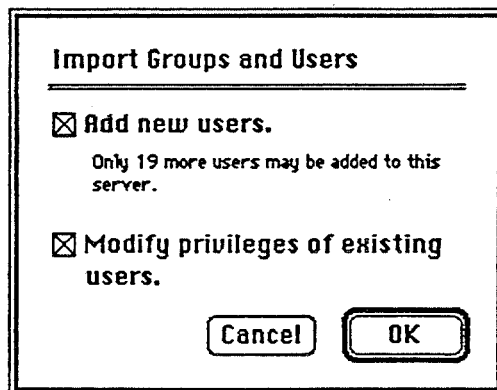
If you select Add new users, ForumAdmin creates a new user account for each user name in the export file that doesn't currently exist on the server.
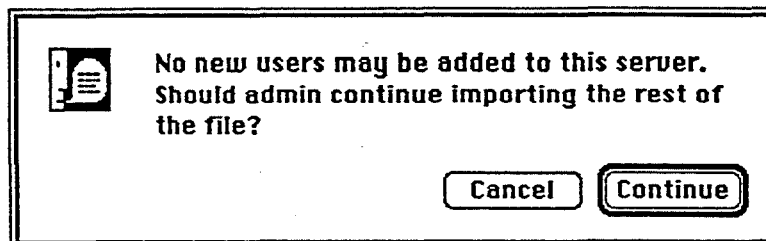
If you select Modify privileges of existing users, and the export file contains names of users that already exist on your server, ForumAdmin uses the privileges in the export file instead of the ones set in the server.

Click OK to import the file. ForumAdmin displays a progress dialog as it imports the list.

```
┌─────────────────────────────────────────────┐
│  Import Users                               │
│ ─────────────────────────────────────────── │
│                                             │
│  Importing:  Engineering                    │
│              Chloe Miller                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓░░░░░░░░░░░░░░░░░░░░░░░░░░░░     │
│                                             │
│                            [ Cancel ]       │
│                                             │
└─────────────────────────────────────────────┘
```

After importing the user list or group list, they will appear in the Users and Groups windows.

If there are more user names in the list than your license key allows, ForumAdmin stops importing groups and names and asks you if you want to continue importing.

```
┌─────────────────────────────────────────────┐
│  ┌──┐   No new users may be added to this server. │
│  │≣│    Should admin continue importing the rest of │
│  └──┘   the file?                           │
│                                             │
│                    [ Cancel ]  [[ Continue ]] │
└─────────────────────────────────────────────┘
```

Click Continue to continue reading names from the file. ForumAdmin will not create any more user accounts, but it will create groups and reset privileges for existing users. If you click Cancel, ForumAdmin stops reading the list.

Export List Format

You can use any Macintosh word processor that can save files as plain text to create or read an export list. If you are setting up a server with dozens or hundreds of users, you should use a word processor to create a group or user list that you import later.

An export list consists of a line of text for each user. The line consists of four items separated by tabs.

| *username* | *password* | *board privileges* | *icon privileges* |

The username is the name of the user account. The user name can contain spaces.

Password is the user's password. Note that in the export file, the password is in plain text.

Board privileges specify whether or not the user can create bulletin boards. This table describes all the board privileges available.

Board Privilege	Meaning
CreateBoard	Full privileges. User can create and view bulletin boards, topics, and responses.
CreateTopic	User can create and view topics and responses.
CreateResponse	User can create and view responses.
ReadOnly	User can only read responses

Icon privileges specify whether the user can create new icons. This table describes the icon privileges.

Icon Privilege	Meaning
CreateIcon	User can create icons.
CreateNoIcon	User cannot create icons.

Note: If you don't select **Modify privileges of existing users** in the Import Groups and Users dialog box, ForumAdmin ignores the board privileges and icon privileges if the user already has an account on the server.

Here is a simple export file:

```
Cornelia Miller    cornelia    CreateBoard    CreateIcon
Jennifer Hsia      acorn       CreateTopic    CreateIcon
Jordan Birnbaum    rotunda     CreateBoard    CreateIcon
```

```
Wyatt Cole          kelp       CreateBoard    CreateNoIcon
Peggy Fowler        tooth      ReadOnly       CreateNoIcon
Steven O'Leary      squash     CreateBoard    CreateIcon
```

You can leave out fields, as long as you replace intervening fields with tabs. If a field is missing, it uses the value of the previous user. This rule does not apply to the password field In the following example, every use has privileges CreateTopic and different icon privileges. The first user has the password "conch". All other users have blank passwords. The symbol ➡ indicates a tab.

```
Cornelia Miller     conch      CreateTopic    CreateIcon
Jennifer Hsia        ➡          ➡            CreateIcon
Jordan Birnbaum      ➡          ➡            CreateNoIcon
Wyatt Cole           ➡          ➡            CreateIcon
Peggy Fowler         ➡          ➡            CreateNoIcon
Steven O'Leary       ➡          ➡            CreateIcon
```

An export list consisting only of user names uses the default ForumAdmin values: no password, CreateTopic, and CreateIcon.

To put users in a group, place a group line before user lines:

```
group               group name
```

Here is a more extensive example of an export file:

```
group               All
Administrator       password   CreateBoard    CreateIcon
Carlos Martinez
Chloe Miller
Cornelia Miller
Jennifer Hsia        ➡         CreateTopic
Jordan Birnbaum      ➡         CreateBoard
Wyatt Cole
Barney Pepper
Peggy Fowler         ➡         ReadOnly       CreateNoIcon
Steven O'Leary       ➡         CreateBoard    CreateIcon
Susan Goodson        ➡

group               Engineering
Barney Pepper
Carlos Martinez
Chloe Miller
Steven O'Leary
Susan Goodson
Wyatt Cole

group               Managers
Carlos Martinez
Chloe Miller
Wyatt Cole
```

Cornelia Miller
Jennifer Hsia   ➡   CreateTopic

4
Icons

PacerForum uses icons to provide graphic cues about the contents and subjects of bulletin boards and topics. Whenever a PacerForum user creates a new icon, it gets sent automatically to the PacerForum server so it is available to other PacerForum users. This chapter shows you how to use the Icons and Categories windows to manage PacerForum icons. You will also learn how to create and delete icons and how to export and import icons.

In this chapter

- Client Icon Files
- The Icons Window
- Icon Categories
- Building a New Icon
- Deleting Icons
- Exporting and Importing Icons

Client Icon Files

When a user creates an icon, the PacerForum application sends the icon to the PacerForum server. When the PacerForum application on another Macintosh needs to display the icon, it gets the icon from the server. To reduce the number of times icons need to be sent from the server to users, the PacerForum application stores a copy of all the icons that have been used on the user's Macintosh.

When the server administrator deletes an icon in the server, PacerForum updates each user's icon file.

The Icons Window

You'll learn more about Categories later in this chapter. Use the Icons window to look at all the icons in the PacerForum server. To open the Icons window, choose **Icons** from the **Windows** menu, or double-click on the All category in the Categories window.
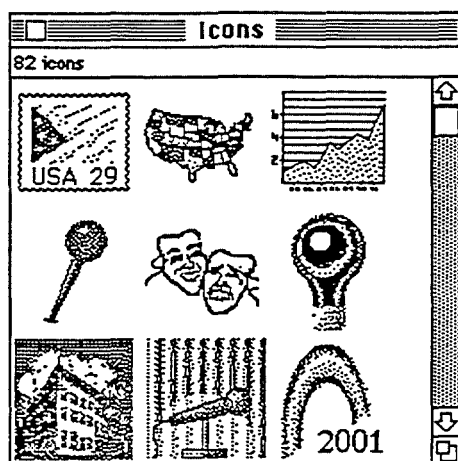
To select an icon, click on it in the Icons window. You can hold down the Shift key to select a rectangular range of icons, and you can hold down the Command key to select icons that are not next to each other. Choosing Select All from the Edit window when the Icons window is frontmost selects all the icons.

To remove an icon from a selection, Command-click on the icon. To deselect all icons, click in the white space below the last row of icons.
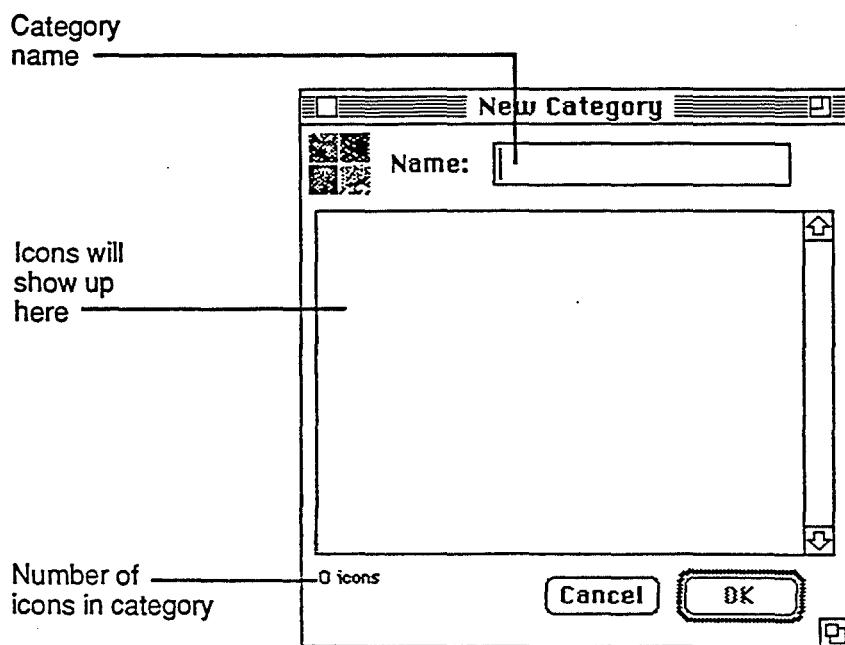
Icon Categories

As the number icons on the PacerForum server grows, you may find it difficult to find an individual icon. To help you, ForumAdmin lets you organize icons into categories. If you installed the sample PacerForum server, your Categories window will already have some categories set up.

Creating an Icon Category
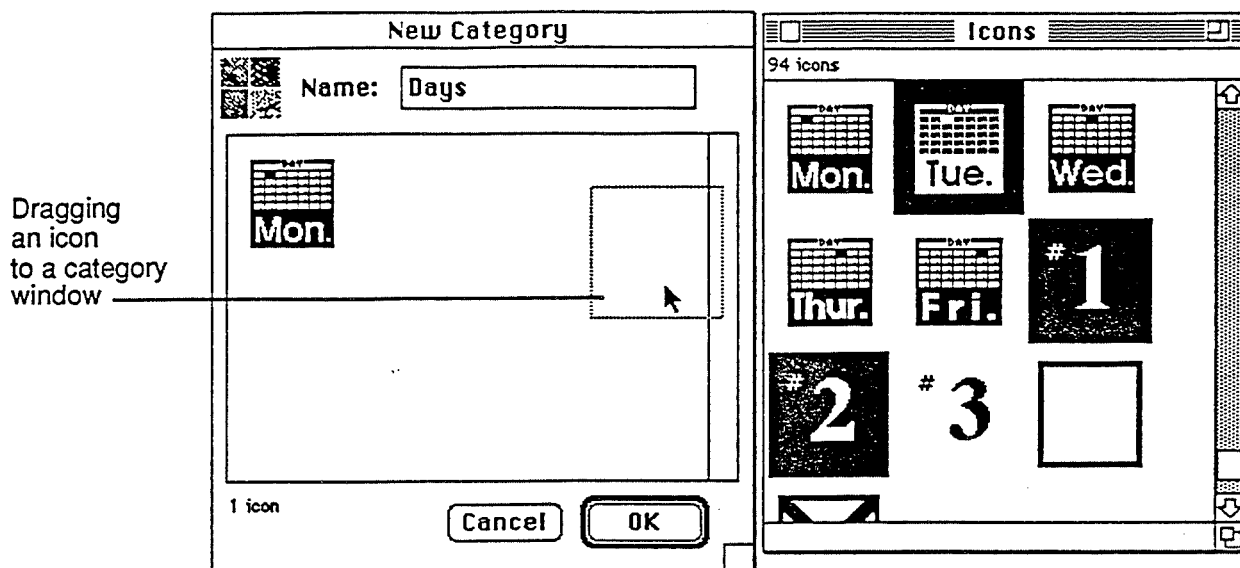
To create an icon category

1. Click in the Categories window or choose **Categories** from the **Windows** menu.
2. Choose **New Category...** from the **File** menu.

ForumAdmin opens a new window for the category.

Category
name ─────────────────────────┐

Icons will
show up
here ──────────

Number of ──────── 0 icons
icons in category

Type the name of the category in the Name field.

To place icons in a category, open the Icons window and drag icons from the Icons window into the new category window.

Dragging an icon to a category window ——

Dragging an icon into a category does not create an additional copy of the icon. You can put the same icon in different categories.

When you are satisfied with the category, click OK.

Modifying a Category

You can change the name of a category or add more icons to it. To modify a category: Double-click on its name in the Categories window, or select its name in the Categories window and choose **Open Category...** from the File menu. ForumAdmin opens a window for that category.
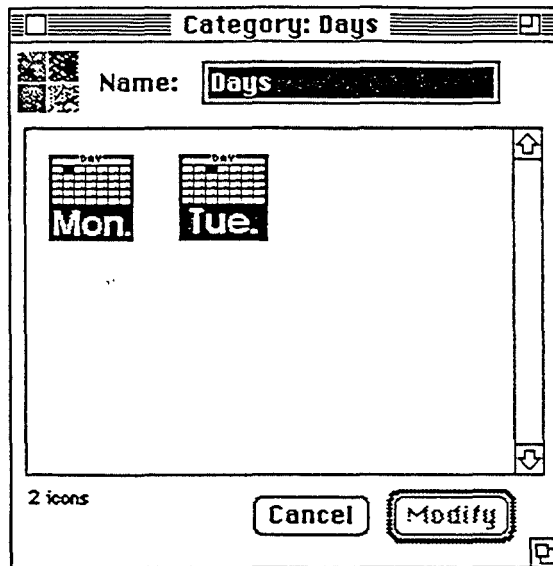
You can change the name of the category or drag additional icons into it.

Deleting a Category

If a category is no longer useful to you, you can delete it. To delete a category, select its name in the Categories window and choose **Delete Category** from the **File** menu.

Deleting a category does not delete the icons in the category.
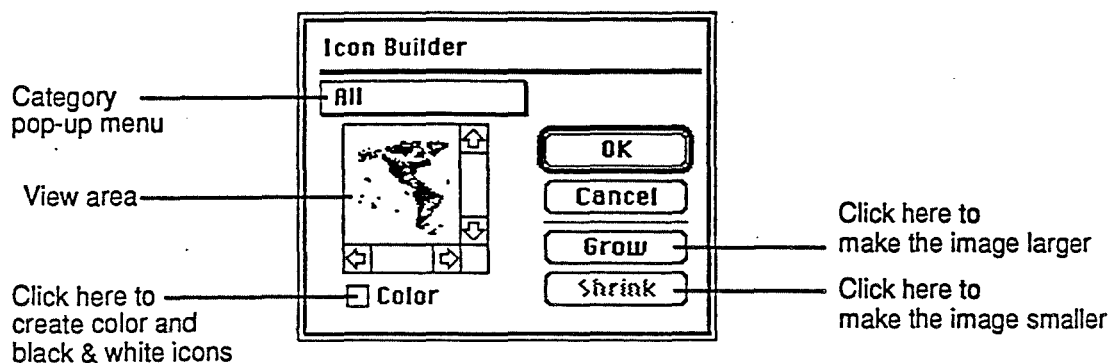
Building a New Icon

You can create new icons in ForumAdmin so that other PacerForum users can use them. ForumAdmin uses the Icon Builder dialog box to create new icons just as the PacerForum application does. To create an icon, you must have a picture on the Clipboard.

Flash-It is included in your PacerForum package. To learn how to use it, see Appendix $$ in the PacerForum User's Guide.

You can put pictures on the Clipboard by copying a graphic out of a graphics application such as MacPaint®; by scanning a photograph or other image using a scanner; by copying part of your Macintosh screen using Flash-It™ or a similar screen-capture program; or by copying an application or document icon from the Finder (under System 7).

To create a new icon, open the Icons window and choose **New Icon...** from the **File** menu. If **New Icon...** is dimmed, you don't have a graphic on the Clipboard.

The Icon Builder dialog appears with the Clipboard picture in the view area. The view area shows you what the icon will look like. The buttons in the Icon Builder dialog box let you fine-tune how the icon's appearance.

Category pop-up menu

View area

Click here to create color and black & white icons

Icon Builder

All

OK

Cancel

Grow

Shrink

Color

Click here to make the image larger

Click here to make the image smaller

The **Category** pop-up menu lets you choose which category the new icon will belong to. Putting an icon into a category makes it easier for you and other PacerForum users to find your icon later.

The icon builder reduces the picture so that you can see all of it in the view area. The **Grow** button enlarges the picture, but that means that you see less of it in the view area. You can click the **Grow** button until the picture appears full size. If you enlarge the picture more than you want, you can use the **Shrink** button to make it smaller.

If the **Color** check box is not dimmed, the picture on the Clipboard is in color. If you click the **Color** check box, the icon builder expands the Icon Builder dialog box to show both the color and black and white version of the

icon. PacerForum users who have color monitors will see the icon in color, and those with black and white monitors will see the black and white version.
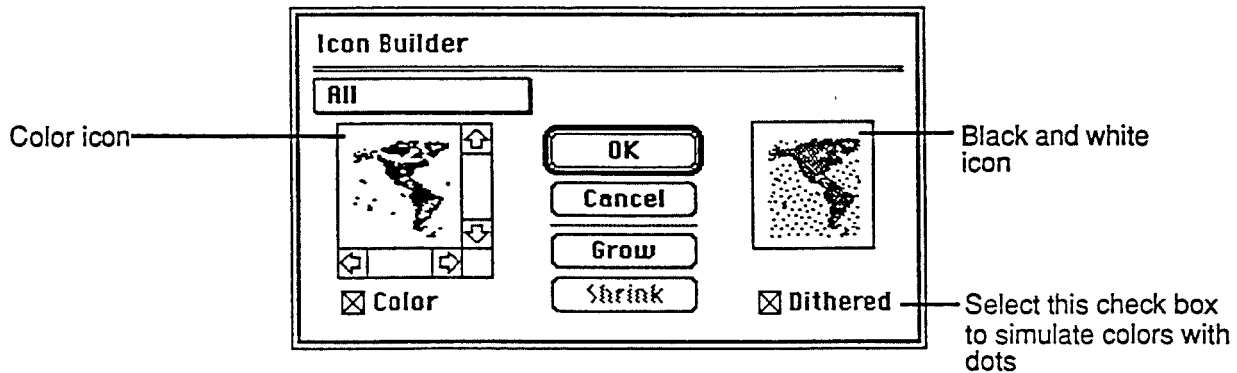
The **Dither** check box lets you choose how PacerForum translates colors to black and white. If this check box is selected, PacerForum uses black and white dots to simulate gray tones. If it's off, PacerForum translates light colors to white and dark colors to black. Some icons look better with this check box unselected, so be sure to try both settings.

When you are satisfied with the icon, click OK.

Copying an Icon to the Clipboard
You can copy a single icon to the Clipboard. This is an easy way of copying single icons from one server to another or to another application.

To copy an icon onto the Clipboard, select an icon in the Icons window or in a category window and choose **Copy Icon** from the **Edit** menu.

Using Finder Icons

If you are using System 7, you can copy an icon from an application or a document from its information window.

Application or document icon
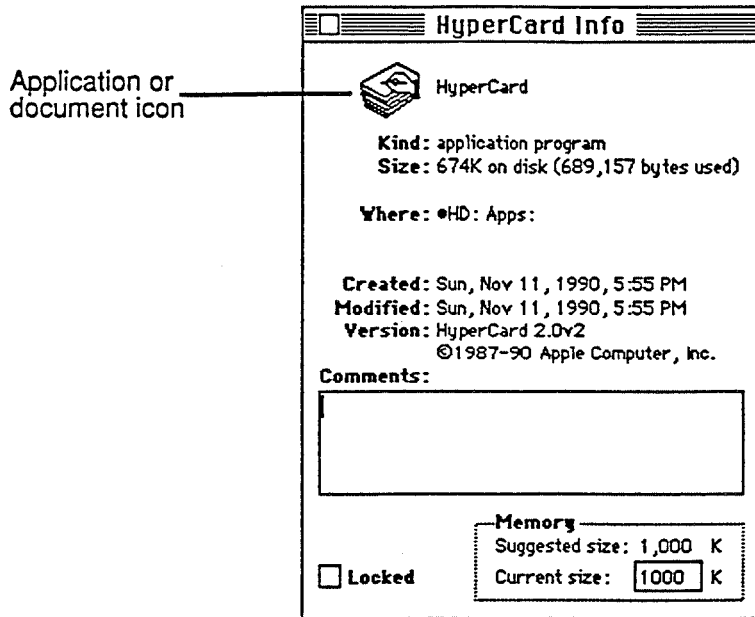
To copy the application or document icon

1. Select the application or document from the desktop
2. Choose **Get Info...** from the **File** menu
3. Click the icon in the information window
4. Choose **Copy** from the **Edit** menu

The icon will be on the Clipboard, and you can use the technique described in "Building New Icons" above to create a PacerForum icon.

Deleting Icons

If the PacerForum server contains duplicate icons or poor quality icons, you may want to remove them. If the icon you delete is being used by a bulletin board or topic, PacerForum substitutes the generic icon.
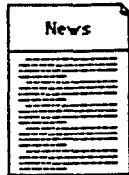
You can delete one or more icons at the same time.

You can also select icons from an open Category window.

To delete an icon, open the Icons window and select the icon you want to delete, then choose **Delete Icon** from the **File** menu. ForumAdmin asks you to confirm that you really want to delete the icon.

Are you sure you want to delete the 2 icon(s) selected?

    Cancel   Delete
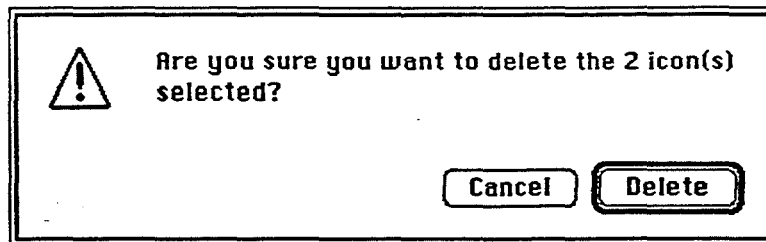
Exporting and Importing Icons

Just as you can export user names and group names, ForumAdmin lets you export collections of icons, so that you can import them into another PacerForum server. You can export all the icons in your server, all the icons in a category, or selected icons.

Creating an Icon Export File

To export icons:

1. Open the Icons window or a category window.
2. To export only some icons, select the icons you want to export. To export all the icons in the Icon window or in the category window, select no icons.
3. Choose **Export All Icons...** (or **Export Selected Icons...**) from the **File** menu.

ForumAdmin asks you to name the file that will contain the exported icons.
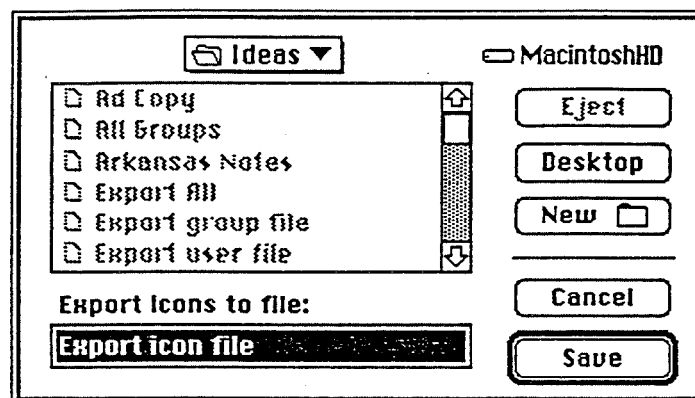
ForumAdmin displays a progress dialog as it writes the icons to the export file.

```
┌──────────────────────────────────────────────────┐
│  Export Icons                                      │
│  ───────────────────────────────────────────────  │
│                                                    │
│   [icon]    [grid]  [pencils]  [masks]    [icon]   │
│   ⬇                                          ⬆     │
│                                                    │
│          ▓▓░░░░░░░░░░░░░░░░░░░░░░░░░             │
│                                                    │
│   Icons left to export: 87        [ Cancel ]       │
└──────────────────────────────────────────────────┘
```
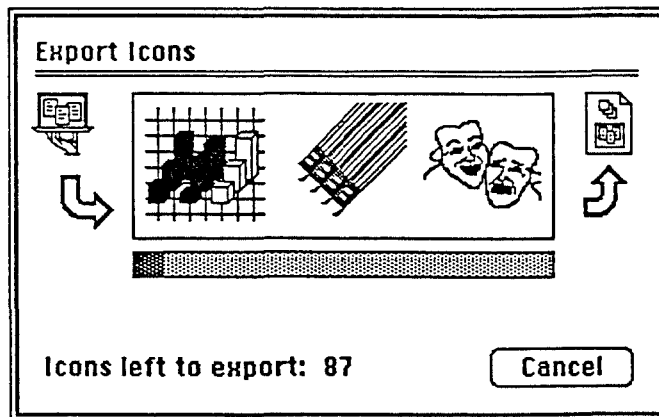
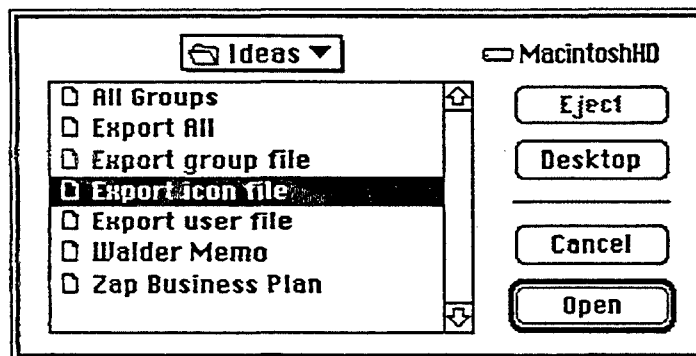When exporting is complete, the icons are saved in an export file.
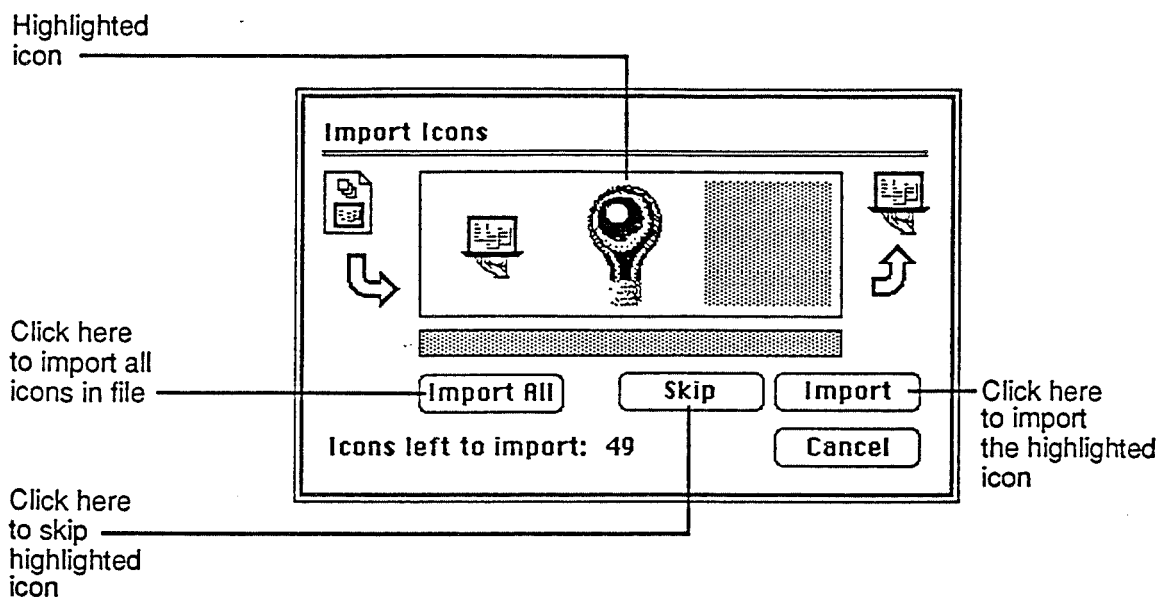

Export icon file

You can now use ForumAdmin to sign in to another server and import the icons into that server.

Importing Icons

To import an icon list, choose **Import** from the **File** menu. ForumAdmin opens a standard directory dialog that lets you select a file to import.


```
┌──────────────────────────────────────────────────┐
│   [ 🖿 Ideas ▼ ]            ⊂⊃ MacintoshHD         │
│   ┌──────────────────────┐                         │
│   │ ▫ All Groups       ⬆ │    [  Eject   ]        │
│   │ ▫ Export All         │                         │
│   │ ▫ Export group file  │    [ Desktop  ]        │
│   │ ▪ Export icon file   │                         │
│   │ ▫ Export user file   │                         │
│   │ ▫ Walder Memo        │    [ Cancel  ]         │
│   │ ▫ Zap Business Plan  │                         │
│   │                    ⬇ │    [  Open   ]         │
│   └──────────────────────┘                         │
└──────────────────────────────────────────────────┘
```

The Import Icons dialog box lets you import all or some icons from the export file.

Highlighted icon ————————————————

Import Icons

Click here to import all icons in file ———— {Import All}   {Skip}   {Import} ———— **Click here to import the highlighted icon**

Icons left to import: 49   {Cancel}

Click here to skip highlighted icon ————

The first icon in the export file appears highlighted in the center of the Import Icons window.

Click **Import All** to import all icons from the file.

To import only some of the icons in the file, use the **Skip** and **Import** buttons. Click **Skip** to go to the next icon in the export file. To import the highlighted icon, click **Import**.

The counter in the lower left corner lets you know how many more icons there are in the file.

5
Server
Operations

As a PacerForum administrator, one of your responsibilities is to ensure that the PacerForum server is running well. If the server disk fills up, or if the Macintosh server crashes, other PacerForum users won't be able to use the server. This chapter shows you how to check the status of the PacerForum server, how to shut down and back up the server, and how to sign in to another server.

In this chapter

- PacerForum and the Administrator
- Monitoring the Server
- Backing Up the Server
- Shutting Down the Server
- Moving the Server
- Multiple Servers
- Signing in to Other Servers

PacerForum and the Administrator

When you sign in to a server as the administrator with the PacerForum application, you are given enhanced privileges to assist you in administering the server. In most cases, you have complete access to bulletin boads. If you have no access or write-only access to a bulletin board, you can still perform some operations on it.

This table lists the operations you can perform as administrator. Note that when you are the administrator, having no access to a bulletin board is the same as having write-only access.

	none or Write	Read	Read/Write	Supervisor
Create topics	■	?	■	■
Read topics		■	■	■
Respond		?	■	■
Erase responses		■	■	■
Delete topics		?	■	■
Change topic name or icon		?	■	■
Move topics to other boards		■	■	■
Change board name, user list, or icon	◆	■	■	■
Delete bulletin board	■	■	■	■
◆ = Change user list only if supervisor's account has been deleted. Can inspect the user list otherwise.				

Monitoring the Server

As PacerForum users create bulletin boards and topics, and attach sounds, graphics, and text to responses, the PacerForum server files that hold these items take up more disk space. Eventually the server Macintosh could run out of disk space. There are several ways you can monitor the server to make sure it is not running out of disk space.

The Status Window

The easiest way to see how the server is performing is to open the Status window. To open this window, choose Status from the Windows menu.
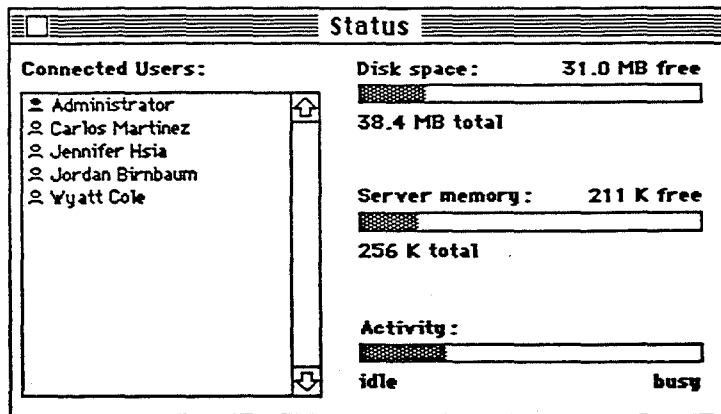
The Status window shows the names of the users that are connected to the server. The three bar graphs on the right side of the window give you a quick snapshot of how the server is performing.

The Disk space bar graph shows you how much free disk space is available on the server for responses and attachments. If the free space dips below 1 megabyte, you may want to make more space available on the server. Later in this chapter, you will learn how to delete outdated or inactive bulletin boards to make more disk space.
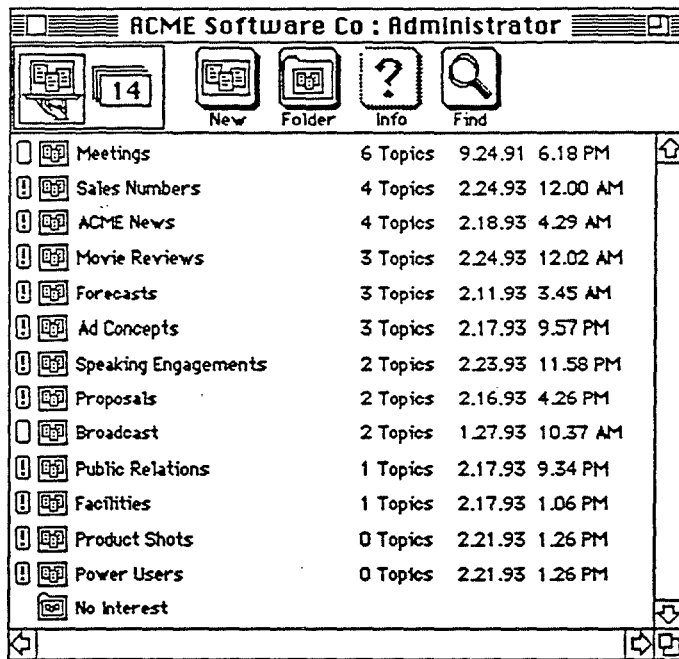
The Server memory bar graph shows you how much memory (in RAM) the server is using. The bar graph fills as more users sign in to the server.

The Activity bar graph shows you how busy the server is. If many PacerForum users are posting responses and reading topics, this bar graph will start to fill towards "busy." If the bar graph tends to be more than two-thirds full most of the time, you may want to consider creating another PacerForum server for certain groups.
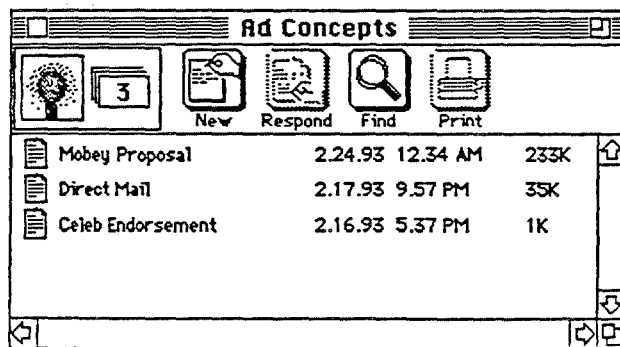
Using List Views

The PacerForum list views are another useful tool you can use to monitor the server. Use the PacerForum application to sign in to the server and use the commands in the View menu to look at the windows as lists.

This PacerForum window uses the list view sorted by count. You can tell that there are some bulletin boards that don't have any topics.

```
░░░░▒▒▒ ACME Software Co : Administrator ▒▒▒▒
   [14]      [  ]    [  ]    [?]    [Q]
             New     Folder   Info    Find
□ 📠 Meetings              6 Topics  9.24.91  6.18 PM    ⬆
🖹 📠 Sales Numbers        4 Topics  2.24.93  12.00 AM
🖹 📠 ACME News            4 Topics  2.18.93  4.29 AM
🖹 📠 Movie Reviews        3 Topics  2.24.93  12.02 AM
🖹 📠 Forecasts            3 Topics  2.11.93  3.45 AM
🖹 📠 Ad Concepts          3 Topics  2.17.93  9.57 PM
🖹 📠 Speaking Engagements 2 Topics  2.23.93  11.58 PM
🖹 📠 Proposals            2 Topics  2.16.93  4.26 PM
□ 📠 Broadcast            2 Topics  1.27.93  10.37 AM
🖹 📠 Public Relations     1 Topics  2.17.93  9.34 PM
🖹 📠 Facilities           1 Topics  2.17.93  1.06 PM
🖹 📠 Product Shots        0 Topics  2.21.93  1.26 PM
🖹 📠 Power Users          0 Topics  2.21.93  1.26 PM
   📠 No Interest                               ⬇
```

This bulletin board window uses the list view sorted by size. You can tell how much disk space each topic takes up on the server. The size of the topic includes the text of the responses and any attachments.

```
░░░▒▒▒ Ad Concepts ▒▒▒░░░
   [3]     [  ]   [  ]   [Q]   [  ]
           New    Respond  Find   Print
📄 Mobey Proposal     2.24.93  12.34 AM   233K   ⬆
📄 Direct Mail        2.17.93  9.57 PM    35K
📄 Celeb Endorsement  2.16.93  5.37 PM    1K
                                          ⬇
```

If you notice that a very old topic that no one uses any more takes up a lot of space, you may want to delete the topic if you have sufficient privileges. Be sure to check the bulletin board's supervisor first before you delete a topic

or a bulletin board. The supervisor may be able to delete some abnormally large responses to make more space available on the server disk.

Backing Up the Server

As the PacerForum administrator, you should make sure to back up the server on a regular basis.

The files that contain the bulletin boards, topics, responses, and attachments are stored in the Forum Server f folder in the System Folder. To back up the server, copy this folder to another disk, or use a back up utility to store it on floppy disks or tape. You backup schedule should be based on the level of activity and the importance of the data on the server.

Although you can back up a PacerForum server while the server software is running, your backup will be more reliable if you shut down the server before you back up.

Shutting Down the Server

You can do most PacerForum server administrative tasks while the server is running, but you may want to shut down the server when you:

*   back up the server
*   move the server from one Macintosh to another
*   update the server software

You may also want to shut down the server Macintosh at the end of the day or at the end of the week. Before you shut down the server, be sure to warn the PacerForum users who connect to the server first.

To shut down the server, drag the file Forum Server to the desktop. If you are using System 7, this file is in the Extensions folder in the System Folder. If you are using System 6, this file is in the System Folder. Next, choose **Restart** or **Shut Down** from the Finder's **Special** menu. The server finishes any disk operations before allowing the Macintosh to shut down.

To restart the server, drag the Forum Server file back to the Extensions folder or the System folder, and choose **Restart** from the **Special** menu in the Finder.

Moving the Server

Before you move the PacerForum server to another Macintosh, shut down the server as described above.

To move the server, copy the file Forum Server and the folder Forum Server *f* to the new Macintosh. The folder ForumServer *f* is in the System Folder. If you are using System 7, the file Forum Server is in the Extensions folder in the System Folder. If you are using System 6, this file is in the System Folder. You can use AppleShare, file sharing, or any backup and restore utility to move the file and folder to another Macintosh.

If you move the server to another AppleTalk zone, or if you change the name of the server, be sure to notify the users in advance.

Note: If the Macintosh that you are moving the server to is running System 6, you will need to install the ADSP extension. See the installation instructions in Chapter 1.

Multiple Servers

If your PacerForum server becomes heavily loaded with bulletin boards and topics, consider running one or more additional servers on your AppleTalk network. Multiple servers let you divide the total number of bulletin boards into smaller, more focused groups of information.

If you have a large organization broken down into small work groups a server for each work group is a good idea.
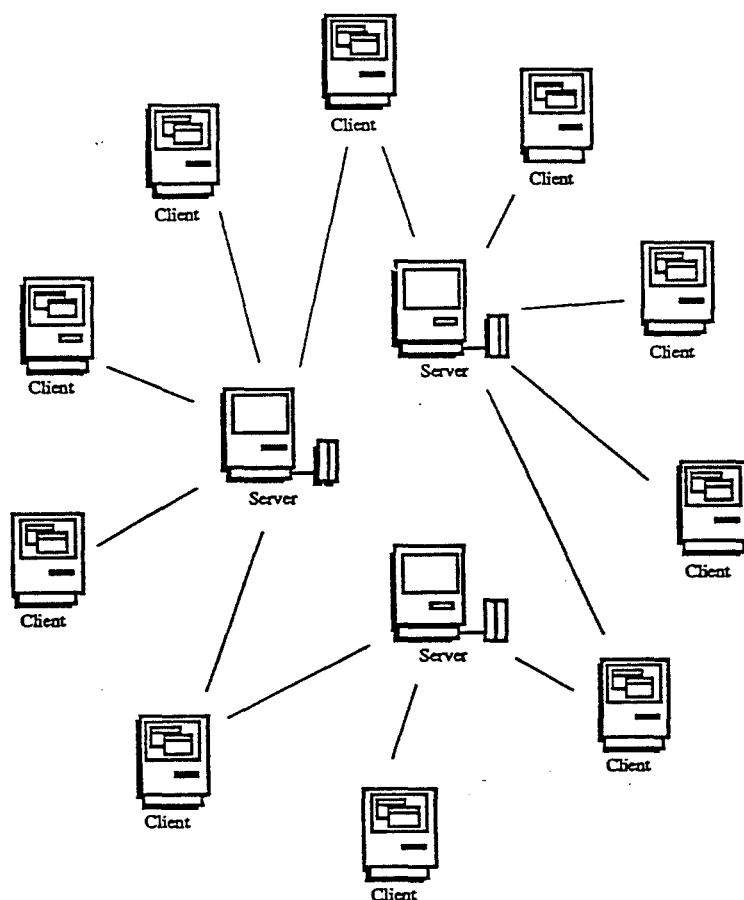
Multiple servers provide a flexible approach to using PacerForum. You can dedicate one Macintosh to serving bulletin boards that the entire community uses. You can run workgroup servers in the background on client computers. This way you ensure that the dedicated server is not cluttered with too many bulletin boards.

In a large organization, you can use PacerForum servers to organize information at corporate, department, and project levels. The corporate server

might be used for posting information with little interactive conferencing. Each department might have a user account on this server that employees use to read corporate postings.

At the department and project levels interactive conferencing could take place on one or more servers. Each user might have an account on these servers and sign in frequently.

Signing in to Other Servers

ForumAdmin lets you sign in to other PacerForum servers in the network so that you can administer multiple servers from your Macintosh.
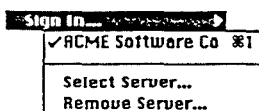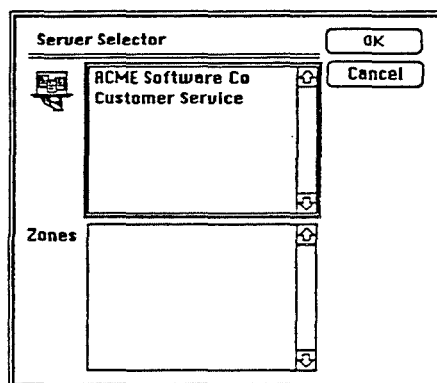
To sign in to another server, use the commands in **Sign In** submenu in the **File** menu.

Sign In...
✓ACME Software Co ⌘1
Select Server...
Remove Server...

Note: ForumAdmin allows you to be connected to only one PacerForum server at a time. When you sign in to another server, it signs you out of the server you were connected to first.
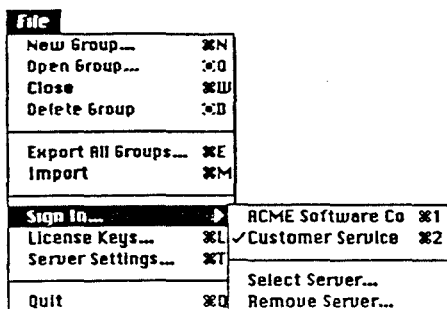

Connecting to Another PacerForum Server

To select a new server, choose the **Select Server...** command from the **Sign In** submenu in the **File** menu. PacerForum opens a dialog box that lets you choose another server.
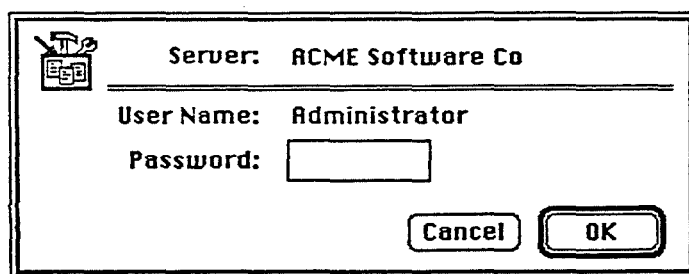
Server Selector	OK
ACME Software Co Customer Service	Cancel
Zones	

Select the PacerForum server you want to use from the upper list and click OK. PacerForum adds the name of the new server to the **Sign In** submenu, so you can connect to it quickly in the future.
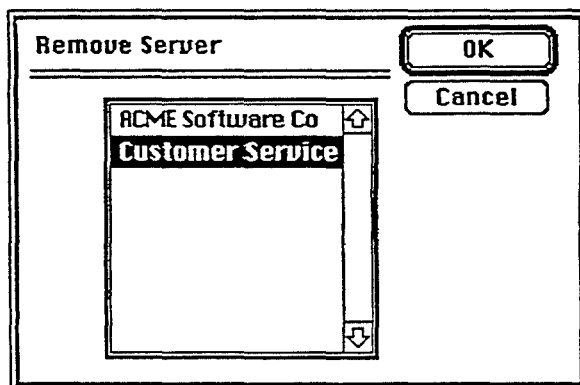
File	
New Group...	⌘N
Open Group...	⌘O
Close	⌘W
Delete Group	⌘D
Export All Groups...	⌘E
Import	⌘M
Sign In... ▶	ACME Software Co ⌘1
License Keys... ⌘L	✓Customer Service ⌘2
Server Settings... ⌘T	
	Select Server...
Quit ⌘Q	Remove Server...

When you select a new server, ForumAdmin asks you to sign in to the new server.

```
┌─────────────────────────────────────────────┐
│  ▨    Server:   ACME Software Co             │
│                                              │
│  User Name:   Administrator                  │
│  Password:   [           ]                   │
│                                              │
│                   ( Cancel )  [  OK  ]       │
└─────────────────────────────────────────────┘
```

Removing a Server Name

To remove a server name from the **Sign In** submenu, choose the **Remove Server...** command from the **Sign In** submenu. ForumAdmin opens a dialog box that lets you choose a server name to remove.

```
┌──────────────────────────────────────────┐
│ Remove Server              (   OK   )     │
│                            ( Cancel )     │
│     ┌──────────────────┐                  │
│     │ ACME Software Co ▲│                  │
│     │ Customer Service │                  │
│     │                  │                  │
│     │                  │                  │
│     │                 ▼│                  │
│     └──────────────────┘                  │
└──────────────────────────────────────────┘
```

Select the server name and click **OK** to remove the server name from the submenu.

Keeping You Well Connected

PacerForum User's Guide

3
Getting Started

This chapter shows you how to start PacerForum for this first time and how to open bulletin boards and topics. By the end of this chapter you will know how to read messages that other PacerForum users post to the bulletin boards. The next chapter will show you how to post your own messages to the bulletin boards.

In this chapter

- Starting PacerForum for the First Time
- The PacerForum Window
- Bulletin Board Windows
- Topic Windows
- Notification
- Moving Through the Topic Window
- Moving Between Topics
- Marking Topics and Bulletin Boards as Read
- Quitting PacerForum

Starting PacerForum for the First Time

PacerForum 2.0

Double-click on the PacerForum icon on the desktop to start the PacerForum application.

If you are using System 7, and you placed the PacerForum application in the Apple Menu Items folder in the System Folder, you can choose the PacerForum application from the **Apple** menu.

Choosing a PacerForum Server

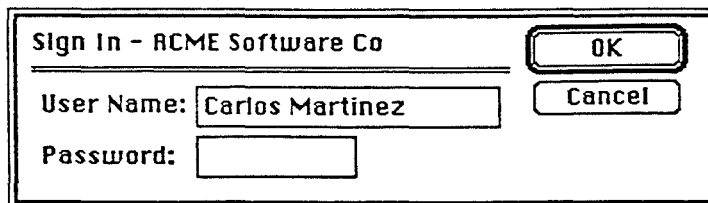When you start PacerForum for the first time, you will see a dialog box that lets you choose a PacerForum server.

```
┌──────────────────────────────────────────┐
│  Server Selector            ( OK )        │
│  ═══════════════════════                  │
│  ┌──┐ ┌──────────────────┬─┐ ( Cancel )   │
│  │▦ │ │RCME Software Co   │▲│              │
│  └──┘ │Customer Service   │ │              │
│       │                   │ │              │
│       │                   │ │              │
│       │                   │▼│              │
│       └──────────────────┴─┘              │
│  Zones  ┌──────────────────┬─┐            │
│         │                  │▲│            │
│         │                  │ │            │
│         │                  │ │            │
│         │                  │▼│            │
│         └──────────────────┴─┘            │
└──────────────────────────────────────────┘
```
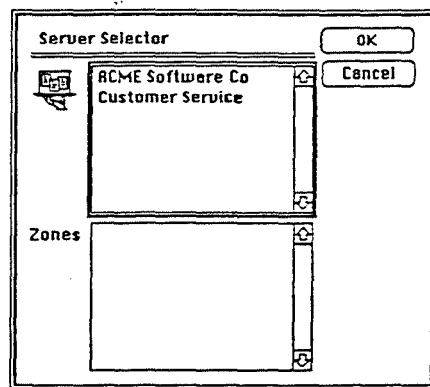
Select the PacerForum server you want to use from the upper list and click **OK.**

If your Macintosh network is divided into zones, and the PacerForum server that you want to connect to is in a different zone than your Macintosh, select the zone that contains the server to make the server name appear in the upper list.

If you do not see your PacerForum server in the upper list, ask your PacerForum administrator to help you.

Signing In to a PacerForum Server

After you have selected a PacerForum server, PacerForum asks you for your name and password.

```
┌─────────────────────────────────────────────────┐
│  ┌─────────────────────────────────┬──────────┐  │
│  │ Sign In - RCME Software Co       │    OK    │  │
│  │ ─────────────────────────────────┴──────────│  │
│  │ User Name: │ Carlos Martinez │  │  Cancel  │  │
│  │                                              │  │
│  │ Password:  │             │                   │  │
│  └──────────────────────────────────────────────  │
└─────────────────────────────────────────────────┘
```
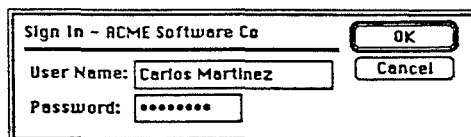
If you entered an Owner Name in the Network Identity section of the Sharing Setup control panel, PacerForum uses that name in the Sign In dialog box. You can type a different name if you are signing in from someone else's Macintosh or if you use a different name to sign in to the PacerForum server.

You can press the Tab key to move from the User Name field to the Password field.

Type your password in the Password field. To keep your password secret, it shows up as bullets in this field:

```
┌────────────────────────────────────────┐
│ Sign In - RCME Software Co    │   OK   ││
│ User Name: │Carlos Martinez│  │ Cancel ││
│ Password:  │••••••••│                   │
└────────────────────────────────────────┘
```

Click OK to sign in to the PacerForum Server.

If you get an alert that says "Invalid password" or "This user account does not exist", PacerForum lets you enter your name and password again. If you still see these messages after a few tries, check with your PacerForum administrator.

See Chapter 6 to learn more about signing out and sign in preferences.

PacerForum will remember the PacerForum server and the user name you chose until you sign out or until you restart your Macintosh.

The PacerForum Window

When PacerForum connects to the PacerForum server, it opens the PacerForum window:

Number of items
in window ———————

Command buttons

Bulletin boards ———

No Interest Folder
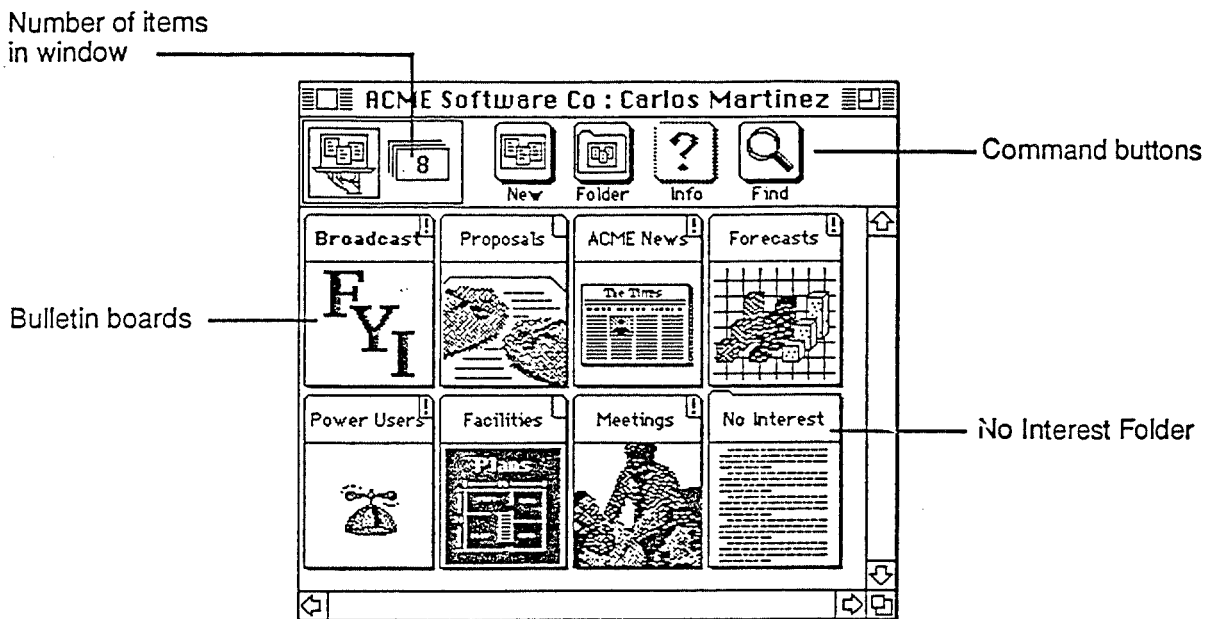
The PacerForum window shows all the bulletin boards that you have access to on the server you selected. The title of the window is the name of the server followed by your name.

The counter in the upper left corner of the window tells you the number of items in the window. The command buttons along the top of the window let you create new bulletin boards, new folders, get information about a bulletin board, or search for a phrase. You will learn more about the command buttons later.

The last item in the window is the No Interest Folder. If the PacerForum contains bulletin boards that you are not interested in, you can drag them here to keep them out of your way. You will learn more about the No Interest folder at the end of this section.

Bulletin Boards

Like their real-world counterparts, bulletin boards are places where people can post announcements and distribute information. But unlike real bulletin boards, PacerForum bulletin boards also let people participate in discussions

over time. You can think of a bulletin board as a room where people come and go to discuss different topics.

Every bulletin board in the PacerForum window has a name and an icon that tell you what the bulletin board is about.

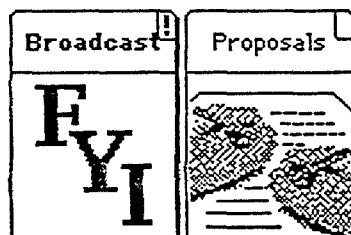Bulletin
board name

Bulletin
board icon

Notification switch
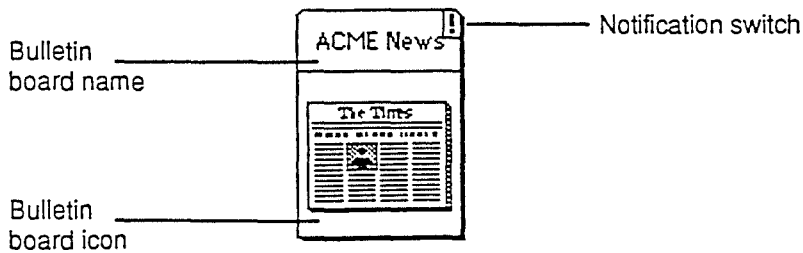
The notification switch in the upper right of a bulletin board lets you choose whether or not PacerForum notifies you when someone else posts new information to that bulletin board. The section "Notification" later in this chapter shows you how to use the notification switch.

To learn how to change the way the PacerForum displays bulletin boards, see "Changing Window Views" in Chapter 6.

When you first start PacerForum, the PacerForum window shows the bulletin boards in the order that they were modified. The bulletin board that has the most recent information appears at the beginning of the list, and the bulletin boards with older information appear toward the end. The No Interest Folder appears at the end of the list.

PacerForum uses bold type to display the names of bulletin boards that contain information that you have not read yet. This helps you see which bulletin boards have new information.

Selecting Bulletin Boards

PacerForum gives you several ways to select a bulletin board in the PacerForum window:

- click it with the mouse, or
- type its name, or
- use the arrow keys on the keyboard, or

PacerForum highlights the selected bulletin board.

To extend a selection, hold down the Shift key as you click on a bulletin board. PacerForum extends the selection from the currently selected bulletin boards to the board you clicked.

To select several bulletin boards that are not near each other, hold down the Command key as you click on the bulletin boards.

The No Interest Folder

If there are bulletin boards in the PacerForum window that do not interest you, drag them into the No Interest folder.

1. Click on the bulletin board you want to move to the No Interest folder
2. Hold down the mouse button and drag to folder to the No Interest

As you drag a bulletin board, the pointer changes from an arrow to a hand.

Hand pointer dragging a bulletin board
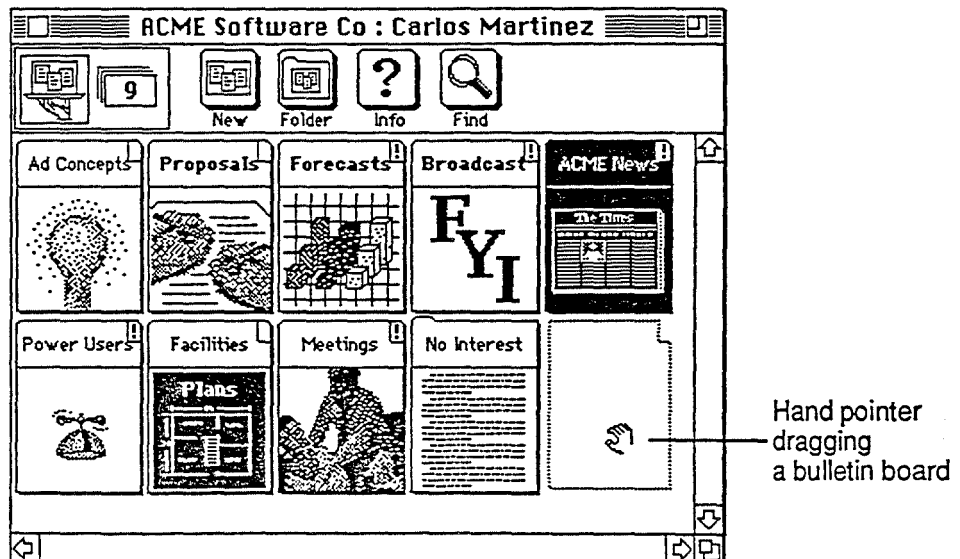
PacerForum lets you create your own folders so you can organize bulletin boards to suit you. To learn how to create personal folders, see Chapter 6.

Bulletin Board Windows

To open a bulletin board from the PacerForum window:

- double-click on it, or
- select it and press Return or Enter, or
- select it and choose **Open** from the **File** menu

When you open a bulletin board window, it appears in front of the PacerForum window. The bulletin board window shows all of the topics discussed in the bulletin board.

Number of items in window

Command buttons
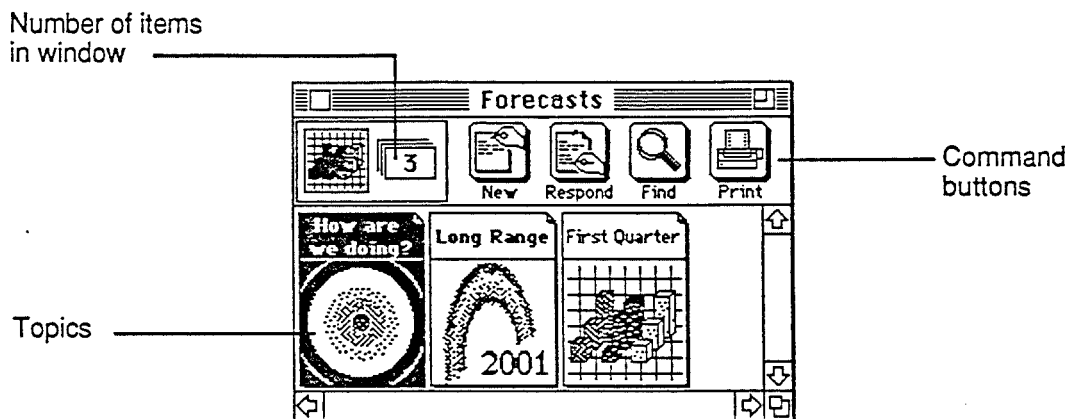
Topics

The counter in the upper left corner of the window tells you how many topics there are in the bulletin board. The command buttons along the top of the window let you create new topics, respond to topics, and search for a phrase, or print the contents of a topic. You will learn more about the command buttons later.

You can open more than one bulletin board window at the same time. For instance, if you select several bulletin boards in the PacerForum window and choose **Open** from the **File** menu, PacerForum will open all of the selected bulletin boards.

Topics

A topic is like a running conversation. One PacerForum user may post a question in a topic, and another user may answer it later. Or a group of PacerForum users can use a topic to brainstorm even when they are not together.

Every topic in a bulletin board window has a name and an icon. If a topic contains information that you have not read yet, its name appears in bold print.
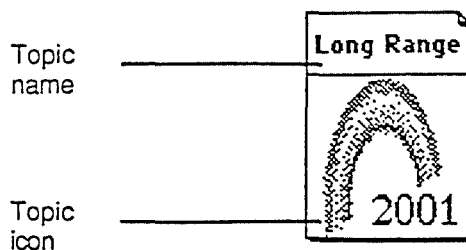
Topic
name

Topic
icon

When you first start PacerForum, the bulletin board window shows the topics in the order that they were modified. The topic that has the most recent information appears at the beginning of the list, and the topics with older information appear toward the end.

Selecting Topics

You can select topics in a bulletin board window the same way you select bulletin boards in the PacerForum window:

- click on a topic with the mouse, or
- type a topic's name, or
- use the arrow keys on the keyboard

PacerForum highlights the selected topic.

To extend a selection, hold down the Shift key as you click on a topic. PacerForum extends the selection from the currently selected topics to the topic you clicked.
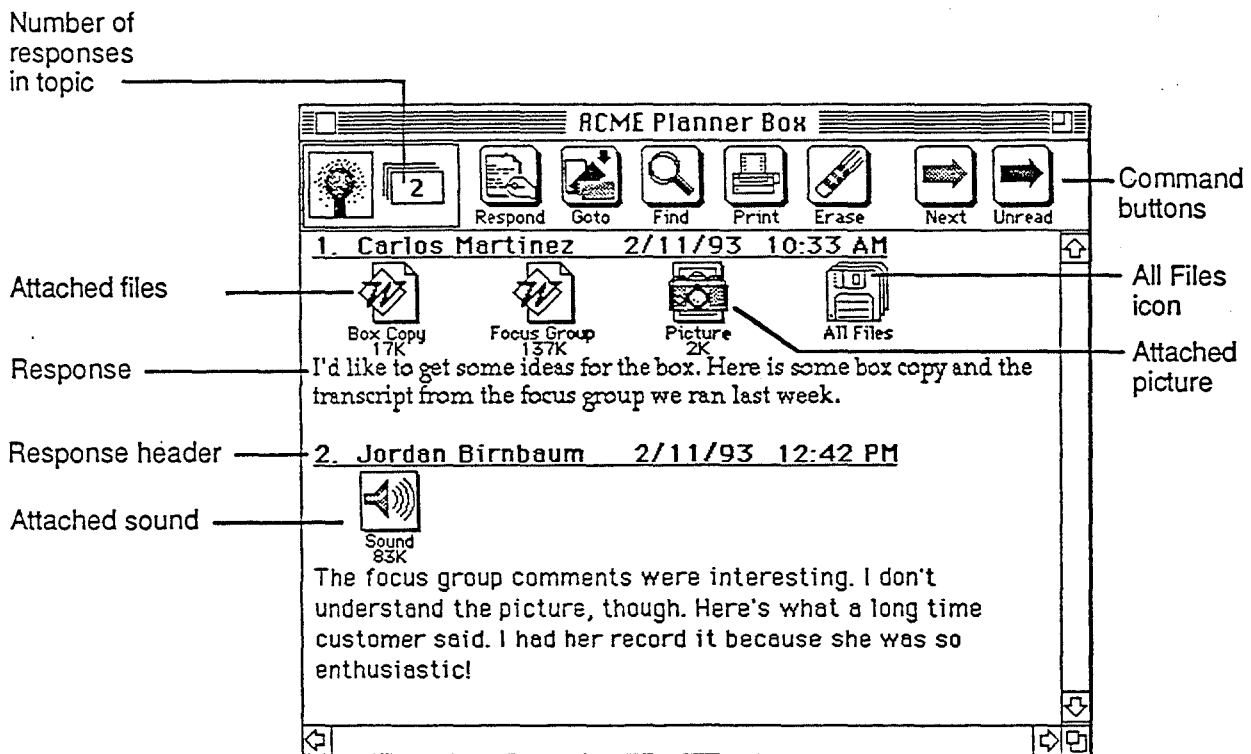
To select several topics that are not near each other, hold down the Command key as you click on the topics.

Topic Windows

To open a topic from a bulletin board window

- double-click on it, or
- select it and press Return or Enter, or
- select it and choose **Open** from the **File** menu

When you open a topic window, it appears in front of the bulletin board window. The topic window shows responses to the topic. Whenever a PacerForum user responds to a topic, PacerForum adds the response at the end. Each response has a header that shows the responding user's name with the date and time of the response. If you have not read a response before, its header appears in bold type.

Number of
responses
in topic ————

Command
buttons

Attached files ————

All Files
icon

Response ————

Attached
picture

Response header ————

Attached sound ————

The counter in the upper left corner of the topic window tells you how many responses there are for this topic. The command buttons along the top of the window let you add your own response to a topic, go to a particular response, search the topic for a phrase, print topic responses, erase a response, and move among topics. You will learn more about the command buttons later.

You can attach pictures, sounds, or files to a response. When a response has attachments, icons that represent the attachments appear just below the header.

Just like the other PacerForum windows, you can open more than one topic window at the same time.

Attached Sounds

To play an attached sound, click the sound icon. As PacerForum retrieves the sound from the PacerForum server, it progressively highlights the icon.

After PacerForum retrieves the sound, it plays it through the built-in speaker on your Macintosh. To stop retrieving a sound, press Command-Period.

To copy an attached sound to the Clipboard, hold down the Option key as you click the sound icon. Once the sound is on the Clipboard, you can paste it into another application, or you can attach it in a response of your own.

Attached Pictures

To display an attached picture, click the picture icon. As PacerForum retrieves the picture from the server, it progressively highlights the icon.

After PacerForum retrieves the picture, it displays it in a window. To stop retrieving a picture, press Command-Period.
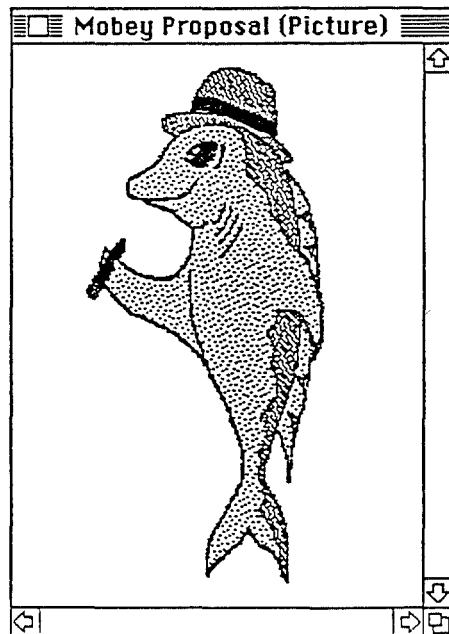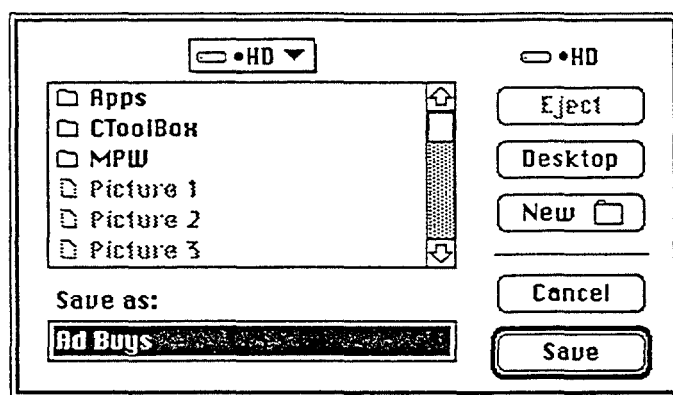
PacerForum leaves the window open as long as the topic window it belongs to is open. You can have several picture windows open at the same time.

To copy an attached picture to the Clipboard, choose **Copy** from the **Edit** menu. Once the picture is on the Clipboard, you can paste it into another application, or you can attach it in your own response.

Attached Files

To transfer an attached file from the pacerForum server to your Macintosh, click the file icon. PacerForum displays a directory dialog box that lets you choose where you want to save the file.
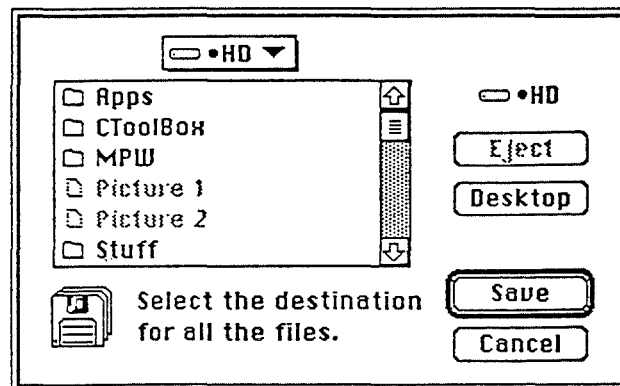
```
┌─────────────────────────────────────────────┐
│        ╔═══════════╗                         │
│        ║ ⊂⊃•HD ▼ ║           ⊂⊃•HD          │
│     ┌──────────────────────┐  ┌───────────┐  │
│     │ ☐ Apps            ⬆ │  │   Eject   │  │
│     │ ☐ CToolBox          │  └───────────┘  │
│     │ ☐ MPW             ▓ │  ┌───────────┐  │
│     │ ☐ Picture 1       ▓ │  │  Desktop  │  │
│     │ ☐ Picture 2       ▓ │  └───────────┘  │
│     │ ☐ Picture 3       ⬇ │  ┌───────────┐  │
│     └──────────────────────┘  │  New  ☐  │  │
│                               └───────────┘  │
│     Save as:                  ┌───────────┐  │
│     ┌──────────────────────┐  │  Cancel   │  │
│     │ Ad Buys              │  └───────────┘  │
│     └──────────────────────┘  ┌───────────┐  │
│                               │   Save    │  │
│                               └───────────┘  │
└─────────────────────────────────────────────┘
```

If it can, PacerForum uses the document's icon for the attachment. If it can't it uses a generic disk icon.

Select a name and folder for the file, then click **Save**. As PacerForum transfers the file to your Macintosh, the file icon progressively highlights. To stop transferring a file, press Command-Period.

Transferring more than one file

If there is more than one file attached to a response, PacerForum adds an All Files icon to the response. Click the All Files icon to transfer all of the attached files to your Macintosh. PacerForum asks you to select a folder for all the attached files.

```
┌─────────────────────────────────────────┐
│  ┌─────────────────────────────────────┐ │
│  │        ┌──────────────┐             │ │
│  │        │ ⊂⊃ •HD  ▼    │             │ │
│  │        └──────────────┘             │ │
│  │  ┌─────────────────────┐            │ │
│  │  │ ☐ Apps          ⟨⇧⟩ │  ⊂⊃ •HD    │ │
│  │  │ ☐ CToolBox       ≡  │            │ │
│  │  │ ☐ MPW           ░░  │ ┌────────┐ │ │
│  │  │ ☐ Picture 1     ░░  │ │ Eject  │ │ │
│  │  │ ☐ Picture 2     ░░  │ └────────┘ │ │
│  │  │ ☐ Stuff         ⟨⇩⟩ │ ┌────────┐ │ │
│  │  └─────────────────────┘ │Desktop │ │ │
│  │  ┌──┐                    └────────┘ │ │
│  │  │💾│ Select the destination┌──────┐│ │
│  │  └──┘ for all the files.    │ Save ││ │
│  │                             └──────┘│ │
│  │                             ┌──────┐│ │
│  │                             │Cancel││ │
│  │                             └──────┘│ │
│  └─────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

As PacerForum downloads the files, each file will progressively highlight as it is transferred:

Attached alias for a file (System 7 only)

If the title of file appears in italics, it means that the person who posted the response has attached an alias for a file. Instead of being on the PacerForum server, the original item is on another Macintosh or on a file server.

When you click an alias icon, PacerForum launches the application that created the file and opens the original file directly. If someone makes changes to the file, you will see the changes every time you click the alias file icon to open the file.

In order for alias attachments to work, the owner of the original file must have file sharing turned on. If file sharing is off, or if the Macintosh that contains the original file is turned off, you won't be able to open the alias attachment.

Opening attached files (System 7 only)

If you are running System 7.0 or greater, you can open attached files directly without transferring them to your Macintosh first. To open an attached file directly, hold down the Option key as you click the file attachment icon. PacerForum reads the file from the server and opens it automatically, using the correct application.

When you open attached files this way, PacerForum downloads the file to a temporary folder, and then opens it. PacerForum automatically deletes the contents of this temporary folder the next time you open an attached file.

To download an attached file to a specific folder and then open it immediately, hold down the Command key as you click the file icon.


Note: PacerForum launches attached applications and opens attached documents using the correct application. If a document's application is not available, you won't be able to open it directly.

Notification

You can arrange to have PacerForum notify you whenever someone makes a change to a bulletin board. For instance, if you are in the marketing department, you will want to be notified whenever someone posts a response in the marketing bulletin board. To have PacerForum notify you, click the notification switch in the top right corner of the bulletin board icon.

Notification   Notification
On   Off
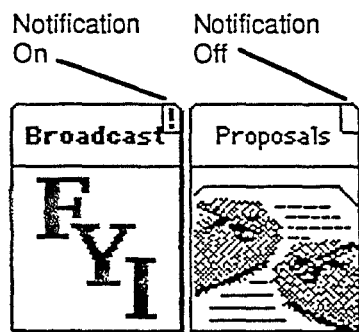
Once you have turned the notification switch on for a bulletin board, whenever someone responds to a topic in that bulletin board, you will hear a sound, and a Notification window will appear on your Macintosh.

Topic ——————————

Click here to open topic ——————————

Forum server

Bulletin board

Person posting response
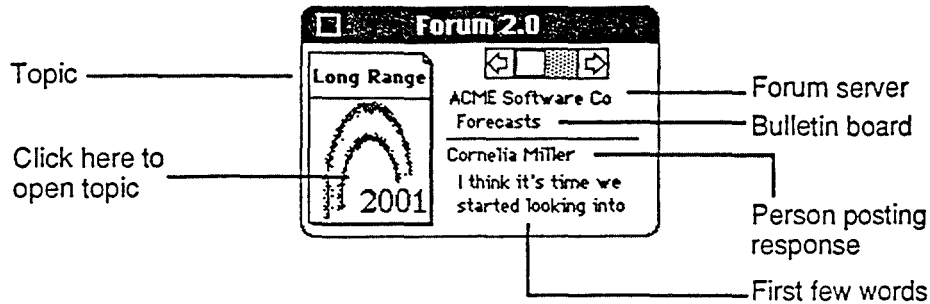
First few words

The Notification window shows you the topic's name and icon, the name of the PacerForum server and bulletin board, the name of the person who posted the last response, and the first few words of the response.

PacerForum keeps a history of the last 20 notifications you received. You can use the scroll bar to see earlier notifications.

To open the topic immediately, click the topic icon in the notification window. PacerForum closes the notification window and opens the topic window.

To keep the notification window open, hold down the Option key as you click the topic icon.

Note: The Preferences... command lets you choose how PacerForum notifies you. See $$ in Chapter $$.

Moving Through the Topic Window

A topic may contain only a few responses, or it may contain several hundred.
PacerForum gives you several ways to move through the responses in a
topic window.

You can use the scroll bar on the right side of the window, the **Go To** button,
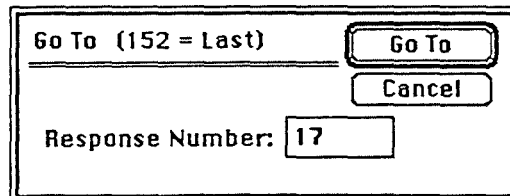or the **Find** button to move through the responses in the topic window.

Find button ────────────────────────────────

Go to button ──────────────────────────

Earlier responses
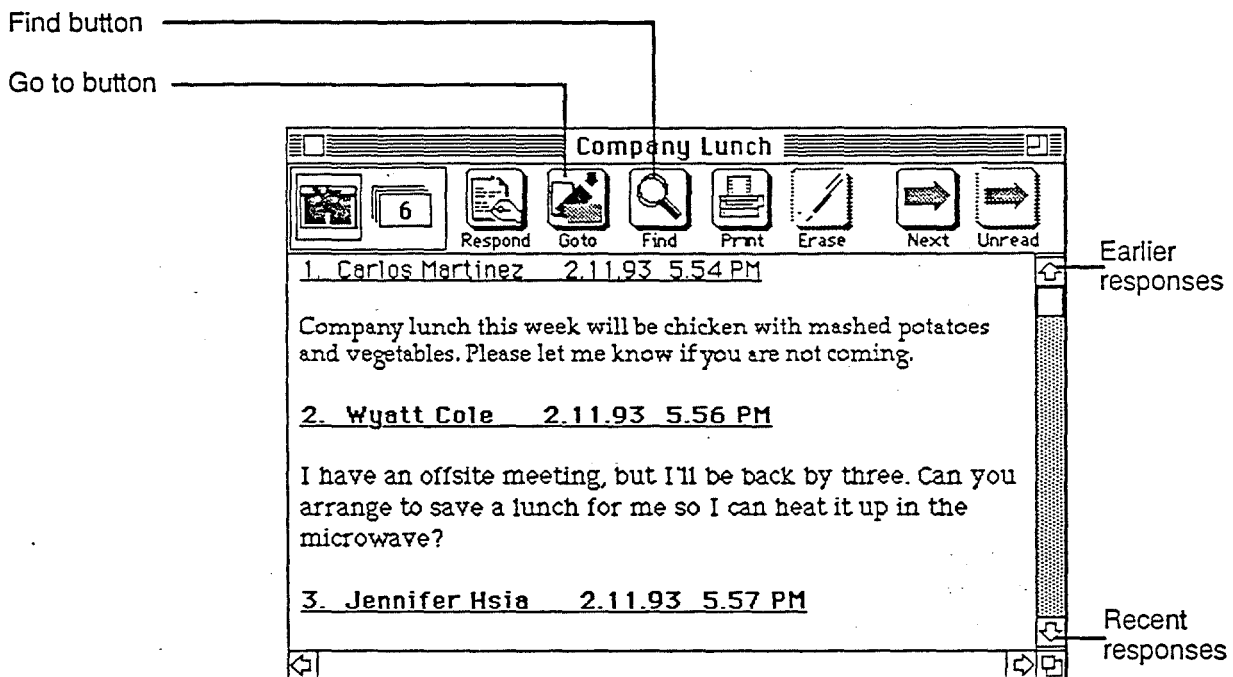
Recent responses

Using the Scroll Bar
The easiest way to move through a topic is to use the vertical scroll bar.
Click on the up arrow to see earlier responses and on the down arrow to see
the more recent responses.

Using the Go To Button

To go directly to a particular response, click the Go To button in the topic window. PacerForum opens the Go To dialog box.

```
Go To  (152 = Last)            [  Go To  ]

                               [ Cancel  ]

Response Number:  [ 17      ]
```

PacerForum shows you the number of the last response in the top line of the dialog box. Type the number of the response you want to see, and click **Go To.**
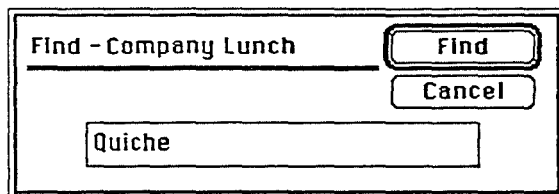
Often, people refer to the number of an earlier response in their own responses. PacerForum has a shortcut for getting to earlier responses quickly. If you see a response number in a topic, hold down the Option key and double-click on the response number to go to that response.

Hold down the Option key and double-click here to go to response 2

Option double-clicking here goes to response 4

```
≣□≣≣≣≣≣≣≣≣≣≣≣ Direct Mail ≣≣≣≣≣≣≣≣≣≣□≣
[🌳] [ 4 ]  [📧]  [🖼]  [🔍]  [🖨]  [✏]  [➡]  [➡]
           Respond  Goto  Find  Print  Erase  Next  Unread
have some questions.                                    ⬆

In response 2 you mention live goldfish. That's intriguing.
How much do goldfish cost?

The picture attached to response 4 certainly shows power,
but I'd like something that also shows agility. Let's think
about it some more.                                     ⬇
◁|                                              |▷ 🗗
```
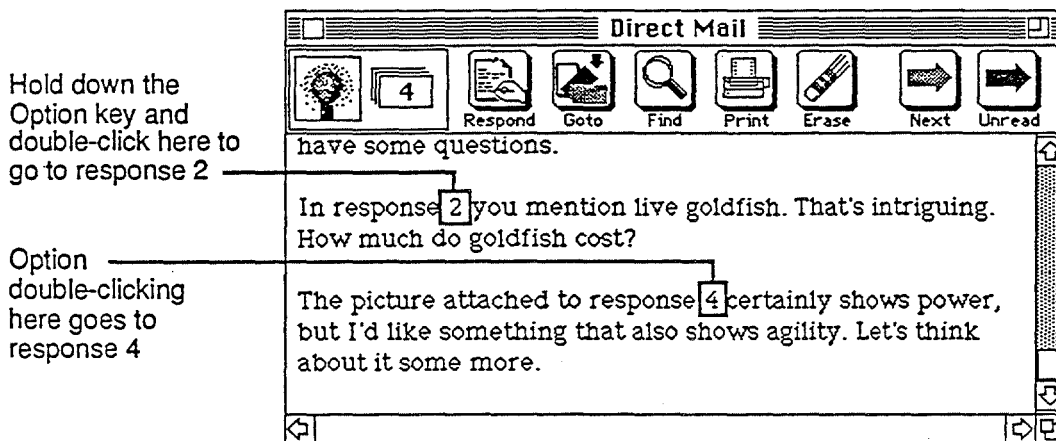
Using the Find Button

To search the topic for a particular phrase, click the **Find** button. PacerForum asks you for the phrase to find.
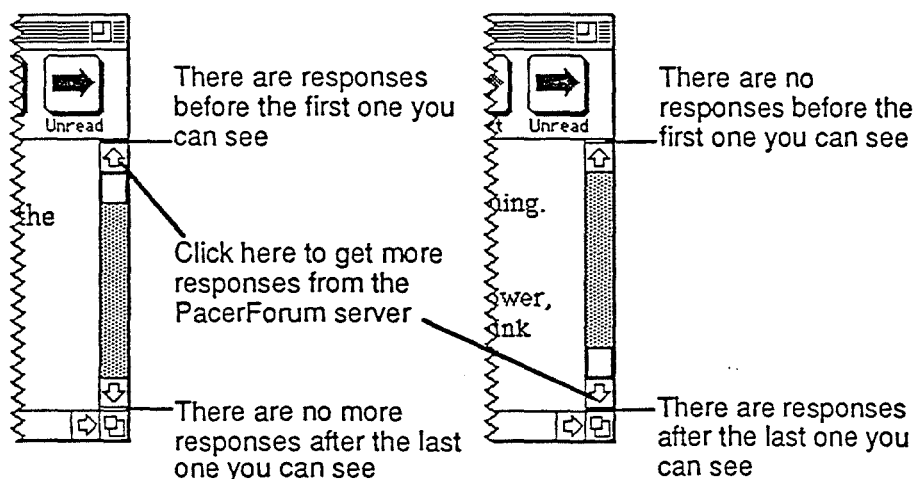
```
┌──────────────────────────────────────────────┐
│ ┌──────────────────────────────────────────┐ │
│ │ Find - Company Lunch      ┌────────────┐ │ │
│ │ ───────────────────────── │    Find    │ │ │
│ │                           └────────────┘ │ │
│ │                           ┌────────────┐ │ │
│ │                           │   Cancel   │ │ │
│ │   ┌───────────────────────┴────────────┐ │ │
│ │   │Quiche                              │ │ │
│ │   └────────────────────────────────────┘ │ │
│ └──────────────────────────────────────────┘ │
└──────────────────────────────────────────────┘
```

Type the phrase and click **Find**.

To search for another occurrence of the same phrase in the topic, choose the **Find Again** command in the **Edit** menu.

Moving Through Large Topics

When you open a topic that contains many responses, PacerForum may not show all of the responses to that topic. Instead, PacerForum shows only the most recent responses, beginning with the ones just before the first response that you have not read. This approach lets PacerForum open topics faster.

The scroll bar in the topic window lets you scroll through the visible responses that PacerForum received from the server. Indicators above and below the scroll bar let you know that there are more responses before the first response you see or after the last response. To get more responses, move the scroll box toward the indicator and click the arrow.

There are responses before the first one you can see

Click here to get more responses from the PacerForum server

There are no more responses after the last one you can see

There are no responses before the first one you can see

There are responses after the last one you can see

The pointer turns to a spinning ball while PacerForum receives more responses from the server, and the scroll box moves toward the center of the scroll bar to let you know that more responses are available.

You can always hold the mouse down on the arrows in the scroll bar to move completely through a topic. Whenever PacerForum needs more responses, it receives them automatically.

Moving Between Topics

After you finish reading a topic on a bulletin board, you will probably want to read responses in another topic. The **Next** and **Unread** buttons at the top of the topic window give you two different ways to move to the next topic.
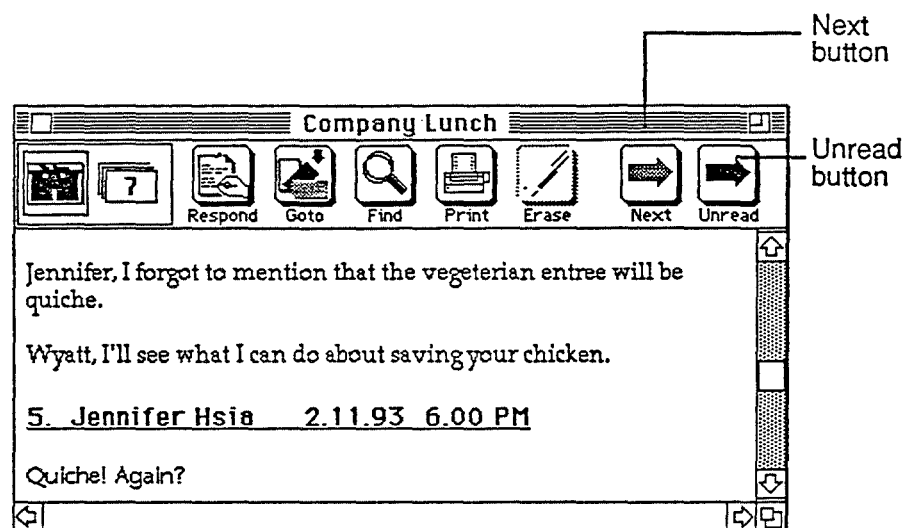
When you click the **Next** button, PacerForum opens the next topic in the bulletin board window. This button is dimmed if you are reading the last topic in the bulletin board

The **Unread** button is just like the **Next** button, but it skips over topics that do not have new responses. This button is dimmed if there are no more unread topics in the bulletin board.

Marking Topics and Bulletin Boards as Read

You can use the **Mark as Read** command to tell PacerForum to treat a bulletin board or topic as if you had read all of the information in it. You might use this command when you come back from vacation so only information that is new since you came back appears in bold type. Or if you have been given access to an existing bulletin board that already has a lot of information in it, use the **Mark as Read** command so the older information—much of which you may not want to read at all—does not show up in bold type.

To mark bulletin boards or topics as read

1. In the PacerForum window select one or more bulletin boards. In a bulletin board window select one or more topics.
2. Choose **Mark as Read** from the **File** menu.

Quitting PacerForum

When you are finished using PacerForum, choose **Quit** from the **File** menu. PacerForum closes all of its windows, but your connection the PacerForum server is not lost. Whenever someone makes a change to a bulletin board that has notification turned on, PacerForum will display a notifier window. The next time you start PacerForum, you will be connected to the PacerForum server you were last using without having to type a name or password.

See "Working with PacerForum Servers" in Chapter 6 to learn more about connecting to servers.

If you want to break the connection to the PacerForum server you were using, choose **Sign Out** from the **File** menu before you quit. If you sign out, you will not receive any notifiers, and you will need to type your password the next time you start PacerForum.

In either case, PacerForum remembers which windows you had open and their positions on the desktop, and reopens those windows the next time you start PacerForum.

4
Responding

PacerForum is designed to let you participate in conversations with other PacerForum users. This chapter shows you how to add your own response to a topic. You will learn how to use fonts, style, and colors to format your response, and how to attach files, pictures, and sounds.

In this chapter

- Responding to a Topic
- Formatting a Response
- Sending a Response
- Adding Attachments to a Response

Responding to a Topic

There are two ways to add your response to a topic. You can respond to a topic without reading all the responses in it, or you can respond to a topic after you have read everyone else's response.

Both ways are exactly the same. The one you choose depends on the topic. For instance, if your organization has a topic called "Out of the Office," you may not want to open the topic just to add your response that says when you will be out. On the other hand, if the topic is a discussion, you will want to read other responses before you add your own.

To add your response to a topic without reading it first:

1. Select the topic in the bulletin board window
2. Click the Respond button, choose **Respond...** from the File menu

Respond button

Selected topic
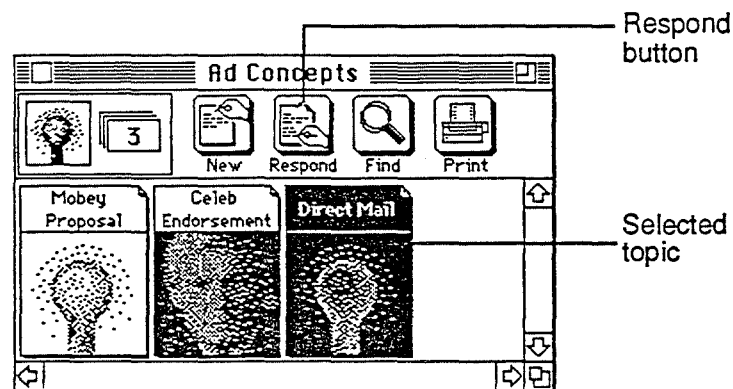
To respond to an open topic , click the Respond button in the topic window
or choose **Respond...** from the **File** menu.

Respond
button

Direct Mail

| Respond | Goto | Find | Print | Erase | Next | Unread |

1. Carlos Martinez   2.12.93 12.20 PM

We need some input on what kind of piece to use with the
upcoming direct mail campaign. Please reply here.
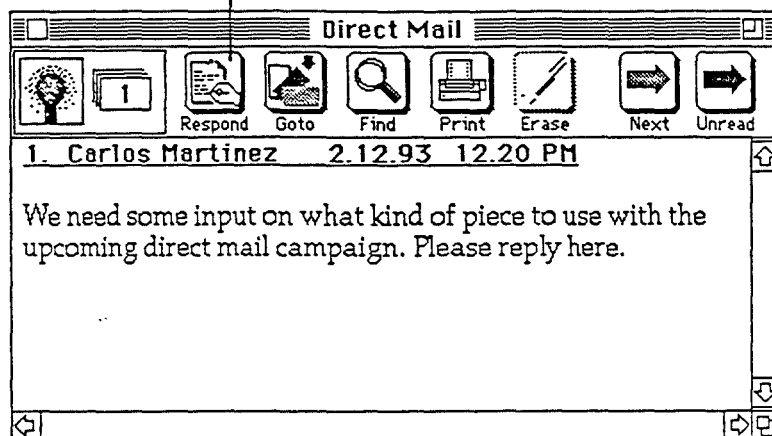
After you click the **Response** button, PacerForum opens a response
window.

Topic
Icon

RE: Direct Mail

Respond

Cancel

Direct Mail Ideas|
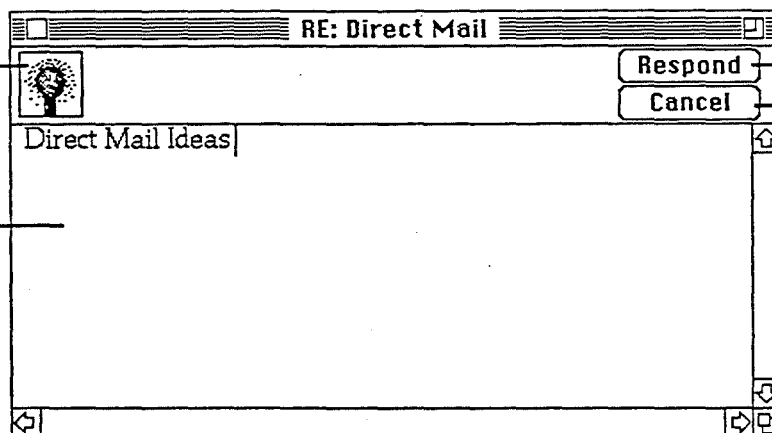
Post
response

Cancel
response

Type your
response here

Type your response, and it will appear in the window. You can use the
mouse and arrow keys to move the insertion point. Use the commands in the
Edit menu to cut, copy, and paste text.

Formatting a Response

The Font and Style menus let you format your response. The commands in these menus work the way they do in other Macintosh applications.

```
┌──────────────────────── RE: Direct Mail ────────────────────────┐
│ ┌───┐                                              ┌─────────┐   │
│ │ ☀ │                                              │ Respond │   │
│ └───┘                                              └─────────┘   │
│                                                    ┌─────────┐   │
│                                                    │ Cancel  │   │
│ ────────────────────────────────────────────────  └─────────┘ ⇧ │
│ Direct Mail Ideas                                             │
│ • Send out live goldfish in shock-proof fish tanks            │
│ • Scratch 'n sniff package                                    │
│ • A sweepstake with cash prices                               │
│                                                               │
│ Cost Breakdown                                                │
│ Quantity     Copy    Package    Postage    Lists              │
│ 100          2K      .75        .23        200                │
│ 1000         2K      .45        .19        2000               │
│ 10000        2K      .41        .19        13000              │
│                                                            ⇩  │
│ ⇦                                                       ⇨     │
└──────────────────────────────────────────────────────────────┘
```
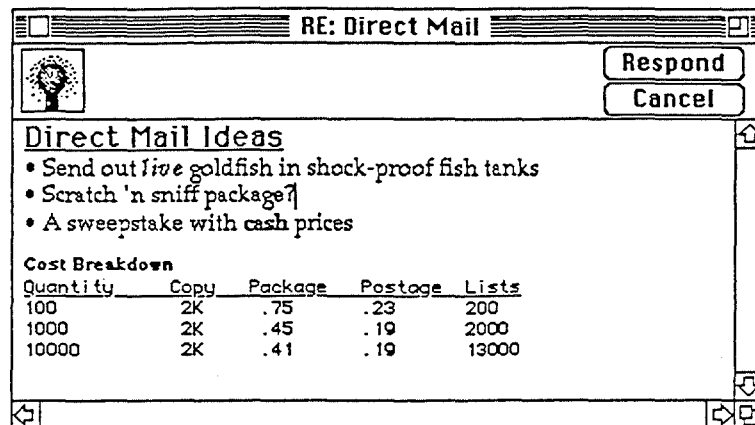
Choosing a Font

The Font menu lets you choose a font for the response. If you select some text and choose a font, PacerForum changes the font of the selected text to the font you chose. If there is no text selected, and you choose a font, any text that you type afterwards will be in that font.

Font

Chicago
Courier
Geneva
Helvetica
Monaco
New York
✓Palatino
Symbol
Times
Zapf Dingbats
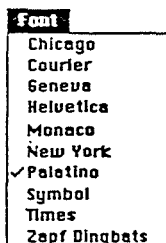
Choosing Styles

The Style menu lets you choose the style, size, and color of the text in your response. If you select some text and choose a command from the Style menu, PacerForum changes the text to the style you chose. If there is no text selected, and you choose a command from the Style menu, any text you type afterwards will be in that style.

Style

| Plain	⌘T
Bold	⌘B
Italic	⌘I
Underline	⌘U
9 Point	
✓12 Point	
18 Point	
Other...	
Color	▶
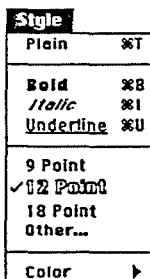
The Style menu lets you choose 9-point, 12-point, or 18-point font sizes directly from the menu. If you want to use a different point size, choose the Other... command. PacerForum opens a dialog box that lets you type a font size.

```
┌─────────────────────────────────────┐
│  Font                  ┌──────────┐  │
│                        │    OK    │  │
│ ─────────────────────  └──────────┘  │
│                        ┌──────────┐  │
│  Size  │72      │      │  Cancel  │  │
│                        └──────────┘  │
└─────────────────────────────────────┘
```
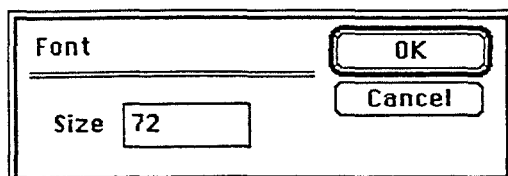
Type the font size in the Size field, and click OK.

Note: When a point size appears in outline style, it means that it will show up well on your Macintosh. Point sizes that appear in plain style in the menu have to be scaled, so they may not look as good.

Other...

Color
✓Black
Red
Pink
Orange
Green
Purple
Blue
Brown
Grey
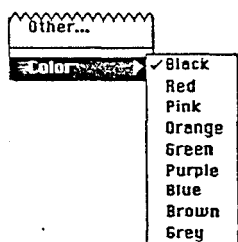
If your Macintosh has a color monitor, you can use the Color submenu to choose a text color. On a Macintosh without a color monitor, all colors appear black.

Sending a Response

To append your response to a topic click **Respond**. PacerForum sends your response to the PacerForum server. In the topic window, you will see your response with a header that shows your name and the date and time you responded.

```
═══════════════════ Direct Mail ═══════════════════
   🌳  [2]   📋    📤    🔍    🖨    📝    ➡️    ➡️
            Respond  Goto   Find   Print  Erase  Next  Unread
─────────────────────────────────────────────────────
1. Carlos Martinez    2.12.93  12.20 PM              ⬆

We need some input on what kind of piece to use with the
upcoming direct mail campaign. Please reply here.

2. Wyatt Cole      2.12.93  1.46 PM


Direct Mail Ideas
• Send out live goldfish in shock-proof fish tanks
• Scratch 'n sniff package?
• A sweepstake with cash prices

Cost Breakdown
Quantity     Copy    Package    Postage   Lists
100          2K      .75        .23       200
1000         2K      .45        .19       2000
10000        2K      .41        .19       13000
                                              ⬇
◁                                          ▷
```

If you change your mind and decide that you do not want to add your response to the topic, click the **Cancel** button in the response window.

Erasing a Response

What if you change your mind *after* you posted your response? PacerForum lets you erase your own response to a topic as long as your response is the last one in the topic.

To erase your response, click the **Erase** button in the topic window. PacerForum asks you to confirm that you want to erase the response:

✋ **Do you really want to erase this response?**	**OK**
	Cancel
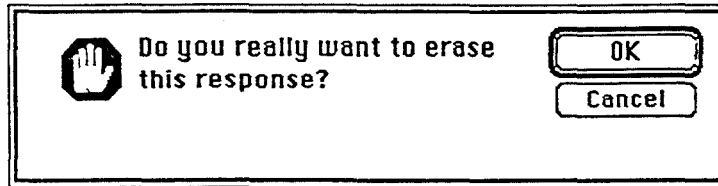
If you click **OK**, PacerForum erases the response and puts its text on the Clipboard. You can then paste the text into a new response window (to correct spelling errors, for instance) or into a word processing document.

Remember that you can erase your response only if your response is the last one in the topic. If someone else posts a response after yours, you cannot erase your response unless you have Supervisor access to the bulletin board.

Adding Attachments to a Response

Attach
| Clipboard Picture |
| File...   ⌘E |
| Clipboard Sound... |
| Record Sound... |

| Delete Attachment |
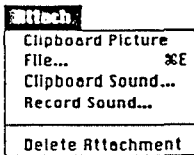
The commands in the Attach menu let you attach up to five attachments (pictures, sounds, and files) to any response. Attachments are a good way to distribute complex or detailed information such as graphic art, sound messages, and files or applications.

Attaching a Picture

To attach a picture that is already on the Clipboard, choose the **Clipboard Picture** command from the **Attach** menu or choose **Paste** from the **Edit** menu. PacerForum adds a picture attachment icon to the response and opens a window that shows the picture.

Picture
attachment ————
icon
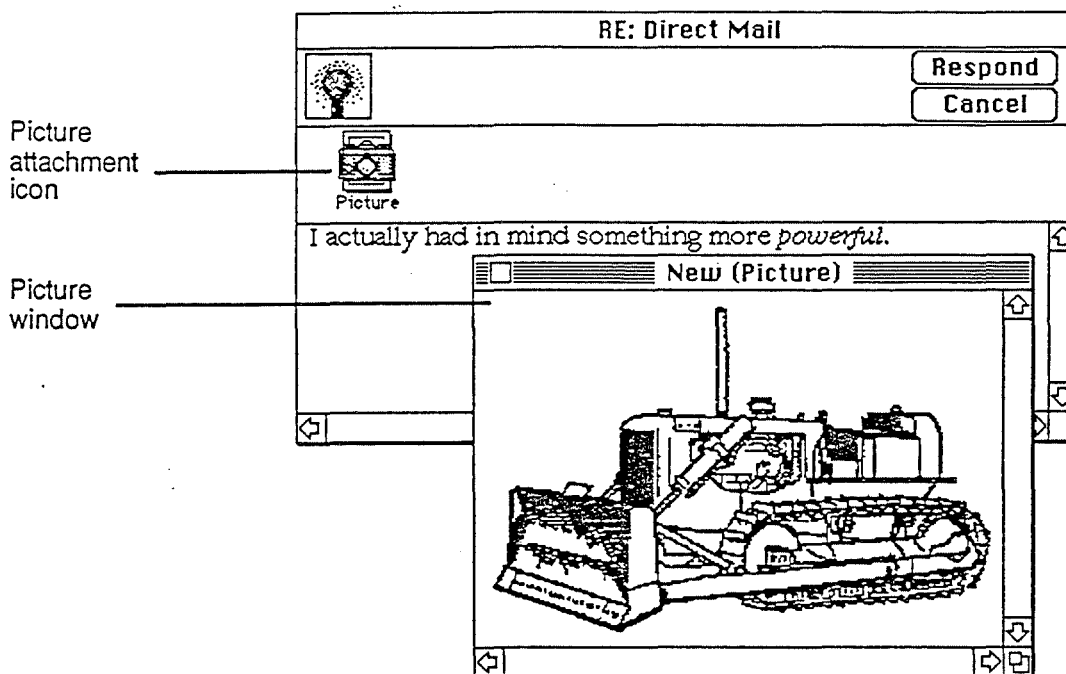
Picture ————
window

You can get a picture on to the Clipboard by copying a selection from a draw, paint, or color graphics application, by scanning a photograph or other image using a scanner, or by copying a picture from the Scrapbook desk accessory. PacerForum lets you attach color pictures if your Macintosh has a color monitor.

You can continue to edit the text of your response after you attach items. You can close the picture window without deleting the attachment. To reopen the picture, click the picture attachment icon.

Attaching a File

To attach a file to your response, choose the File... command from the Attach menu. PacerForum displays a directory dialog box that lets you choose the file you want to attach.

```
┌─────────────────────────────────────────────┐
│  ┌──────────────────────────┐                │
│  │ ⊜ Ideas ▼ │              │                │
│  ┌─────────────────────────┐   ⊂⊃ MacintoshHD│
│  │ □ Ad Copy            ⟨介⟩│                 │
│  │ □ Arkansas Notes        │   ┌──────────┐   │
│  │ □ Focus Group           │   │  Eject   │   │
│  │ □ Graphics              │   └──────────┘   │
│  │ ▓ PowerSpecs ▓▓▓▓▓▓▓▓    │   ┌──────────┐   │
│  │ □ Q1 93 Projections     │   │ Desktop  │   │
│  │ □ Walder Memo           │   ┌──────────┐   │
│  │ □ Zap Business Plan     │   │  Attach ◁│   │
│  │                     ⟨⟱⟩ │   ┌──────────┐   │
│  └─────────────────────────┘   │  Alias  ◁│   │
│                                ┌──────────┐   │
│                                │  Cancel  │   │
│                                └──────────┘   │
└─────────────────────────────────────────────┘
```

Attach the file
Sends a copy to the PacerForum server

Attach an alias
Leaves the file on your Macintosh disk
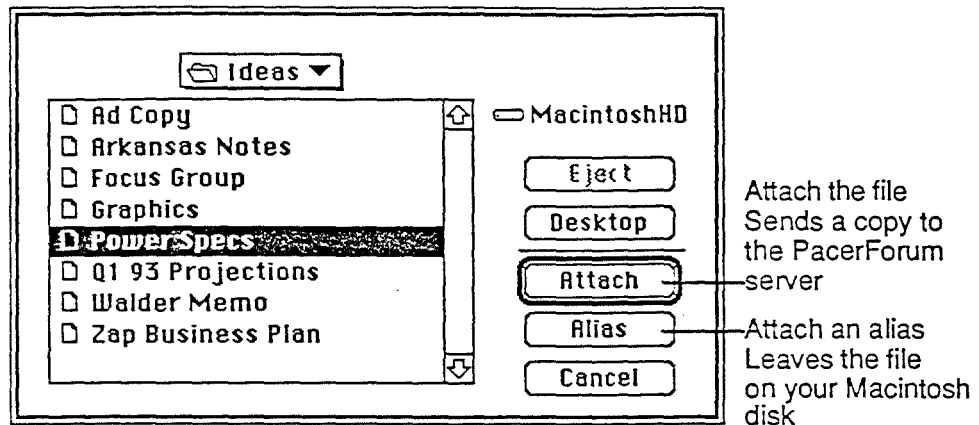
The **Attach** button attaches the file to the response and sends a copy of the file to the PacerForum server. While that takes up more space on the server, it means that the file is always available to other PacerForum users.

If you are using System 7 or later, you can use the **Alias** button to attach an alias for the file to the response. That means that when someone else reads your response and clicks the file attachment button, PacerForum opens the file that is on your Macintosh's disk. The advantage of attaching an alias for a file is that you can continue to update the file and ensure that other PacerForum users always see the latest version of the file.

In order to attach a file alias, file sharing must be on and the file must be on a shared folder. If the file is not shareable, PacerForum warns you.

```
┌─────────────────────────────────────────────┐
│  ┌─┐   'Q1 93 Projections' is not   ┌──────┐ │
│  │✋│   shareable. Attach alias      │  OK  │ │
│  └─┘   anyway?                      └──────┘ │
│                                     ┌──────┐ │
│                                     │Cancel│ │
│                                     └──────┘ │
└─────────────────────────────────────────────┘
```
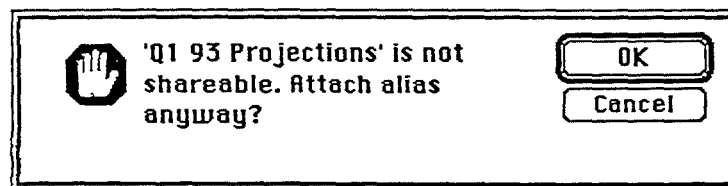
You can attach the alias anyway, but other users won't be able to open the file until you turn file sharing on and make the folder that contains the file shareable.

After you select a file and click the **Attach** or **Alias** button, the file attachment icon appears in the response window. The name of an attached alias appears in italics.

Alias attachment
icon ————————————————————————————

File attachment
icon ——————————————————
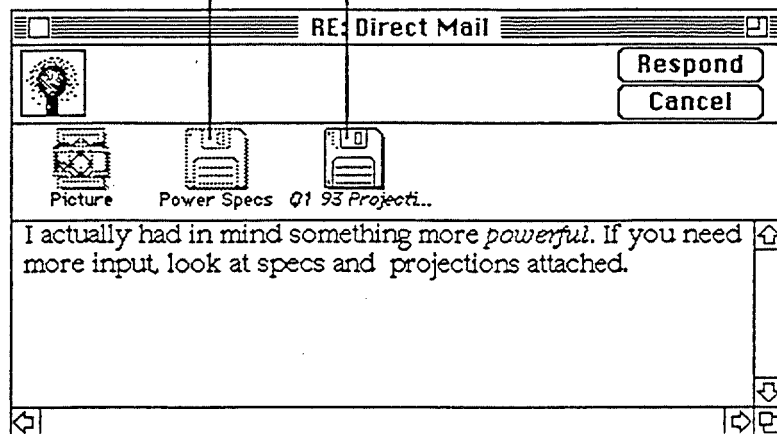
Attaching a Sound

PacerForum gives you two ways to attach a sound to a response. You can attach a sound that is already on the Clipboard, or you can record a sound at your Macintosh and attach it.

Attaching a sound from the Clipboard

To attach a sound that is on the Clipboard to your response, choose the **Clipboard Sound** command from the **Attach** menu.

Sound attachment icon
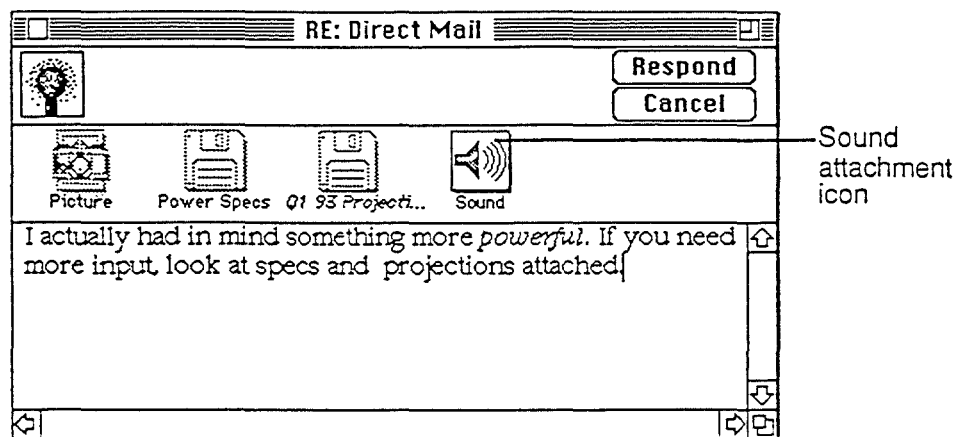
There are several ways to copy a sound to the Clipboard.

- hold down the Option key as you click a PacerForum sound attachment icon to copy the sound to the Clipboard
- copy a sound from the Scrapbook desk accessory in System 7
- copy a sound from the Sounds control panel in System 7
- copy the sound from an application that supports sound

Recording a sound attachment

If your Macintosh is running System software version 6.0.7 or later, and it has a microphone installed, you can record sounds directly into a response.

Note: Recent Macintosh models come with a microphone. Macintosh models earlier than the Macintosh IIsi or LC need to use a third-party microphone interface.

To record a sound directly into a response, choose **Record Sound...** from the **Attach** menu. If your Macintosh has a microphone installed, PacerForum prompts you to record a sound.

Recording
controls

Recording time
available

Volume level
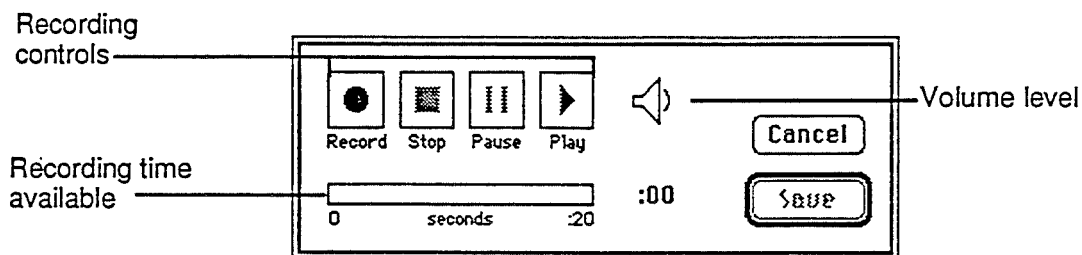
The **seconds** bar shows how much recording time you have. The amount of time depends on how much free memory is available.

Click the **Record** button to start recording. The bar graph fills up as you record, and the sound waves next to the speaker icon displays the volume.
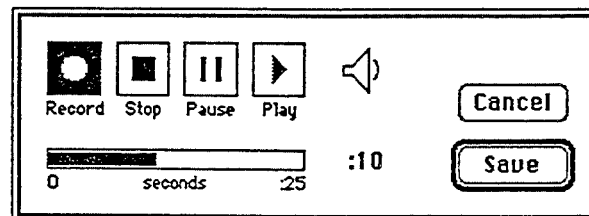
Click the **Stop** button to stop recording. Click the **Pause** button to pause, then click the Pause button again to resume recording.

Click the **Play** button to listen to your recording. You can use the **Pause** button during playback.

If you do not like what you have recorded, press the **Record** button to start recording from the beginning.

To attach the sound to the response, click the **Save** button. If you change your mind about attaching a sound altogether, click the **Cancel** button.

Deleting Attachments from a Response
To delete a response from an attachment, select the attachment and choose the **Delete Attachment** command from the **Attach** menu. You can delete an attachment any time before you send a response.

Ordering Attachments
If the response already has an attachment, and you add a new attachment of any type, it will be added after the last attachment. If you click an attachment icon to select it, PacerForum highlights that attachment icon. If you add another attachment, PacerForum inserts it after the selected attachment.

5
Topics and
Bulletin Boards

In the previous chapters, you learned how to open bulletin boards and topics and how to read and write responses. This chapter will show you how to create and modify topics and bulletin boards. You will learn how to create icons for topics and bulletin boards and how to give different PacerForum users different access privileges.

In this chapter

- Creating a Topic
- Modifying a Topic
- Creating a Bulletin Board
- Modifying a Bulletin Board
- Moving Topics to Another Bulletin Board
- Deleting Bulletin Boards and Topics
- Choosing Icons for Bulletin Boards and Topics

Creating a Topic

To create a topic in a bulletin board:

1. Open the bulletin board
2. Choose **New...** from the **File** menu or click the **New** button in the bulletin board window

New topic button ——
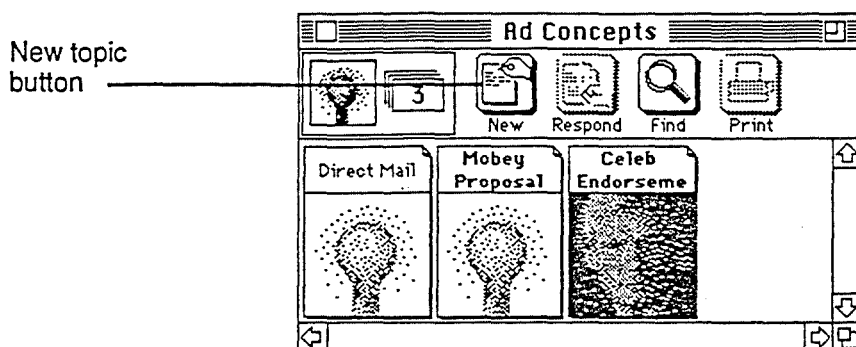
PacerForum opens a new topic window. This window is like the new response window that you learned about in the previous chapter, but it has a topic name field and two additional pop-up menus: the **Icon** pop-up menu and the **Timeout** pop-up menu.

Topic name ——

Icon pop-up menu ——

Timeout pop-up menu ——

Type first response here ——
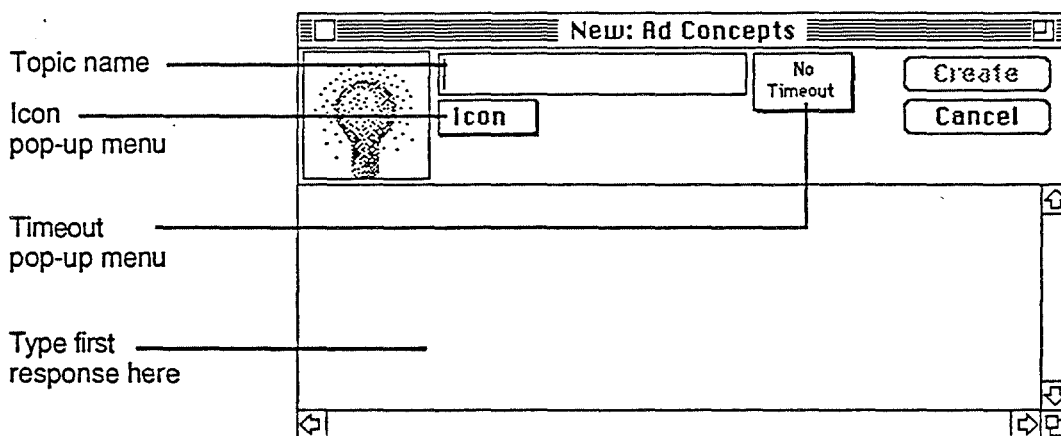
Type a name for the new topic in the topic name field. Topic names can be up to 31 characters long. You won't be able to click the **Create** button until you give the new topic a name.

You can type the first topic response in the window below the buttons. You can use the commands in the **Attach, Font,** and **Style** menus as you would with any other response. This response will appear as response number 1 in the new topic.

The next two sections tell you how to choose an icon and a timeout period for the topic. Once you have done that, click **Create** and other PacerForum users will be able to use the new topic.

Choosing an Icon for the Topic

When you create a new topic, PacerForum initially gives the topic the same icon as the bulletin board. You can use the **Icon** pop-up menu to give the topic a different icon. You should try to use icons that reflect the content of the topic.

To learn how to give an icon to a topic, see "Choosing Icons for Bulletin Boards and Topics" at the end of this chapter.
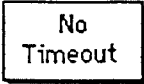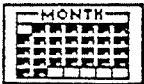
Setting a Topic Timeout Period

The **Timeout** pop-up menu lets you set how long PacerForum waits to delete topics if no one adds new responses. The timeout period also specifies how long a response stays in a topic before PacerForum erases it automatically.

For example, if you set the topic timeout period to one week, PacerForum will delete the topic if no one responds the topic within one week of the last response. Suppose that the topic is very popular, and people add responses to it frequently. In that case, the topic won't be deleted after a week, but PacerForum will only keep the responses of the last seven days. Responses posted over a week ago would be deleted automatically.

PacerForum uses these symbols for the timeout values.

Timeout command	Symbol	Topics deleted and responses erased after...
No timeout	No Timeout	PacerForum never deletes the topic or erases responses automatically.
Timeout in 1 Day	DAY	24 hours
Timeout in 1 Week	WEEK	7 days
Timeout in 1 Month	MONTH	30 days
Other...	OTHER	PacerForum opens a dialog box that lets you set your own timeout period

The default timeout period for a topic is set when you create a bulletin board.

The timeout period you choose should depend on the kind of information in the topic and the importance of that information. Once PacerForum deletes a response or a topic because it has expired, there is no way to get that response or topic back. If you are not sure what timeout period to choose, choose the default or No Timeout.

Modifying a Topic

If you have Supervisor access to a bulletin board, you can change the name, icon, and timeout period of any topic in the bulletin board. To modify a topic

1. Select a topic in the bulletin board window
2. Choose **Get Info...** from the **File** menu

If you don't have Supervisor access, PacerForum displays a message. If you do have Supervisor access, PacerForum opens a topic information window.

Topic name ——————

Icon ——————
pop-up menu

Size ——————
of topic

Timeout ——————
pop-up menu
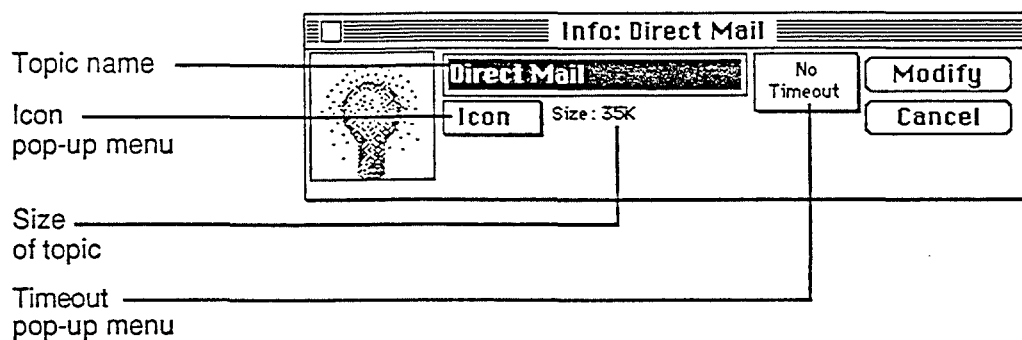
The topic info window is similar to the new topic window. The only new item in the window is the size indicator, which tells you how much disk space the topic and its attachments take up on the PacerForum server.

To change the name of the topic, type a new name in the name field. Use the **Icon** pop-up menu to change the topic's icon. Use the **Timeout** pop-up menu to change the timeout period for the topic.

Click **Modify** to make the changes.

Modifying a Topic Without Supervisor Access
If you do not have Supervisor access, you can modify a topic in a bulletin board if you created the topic and no one has added any responses to the topic since you created it.
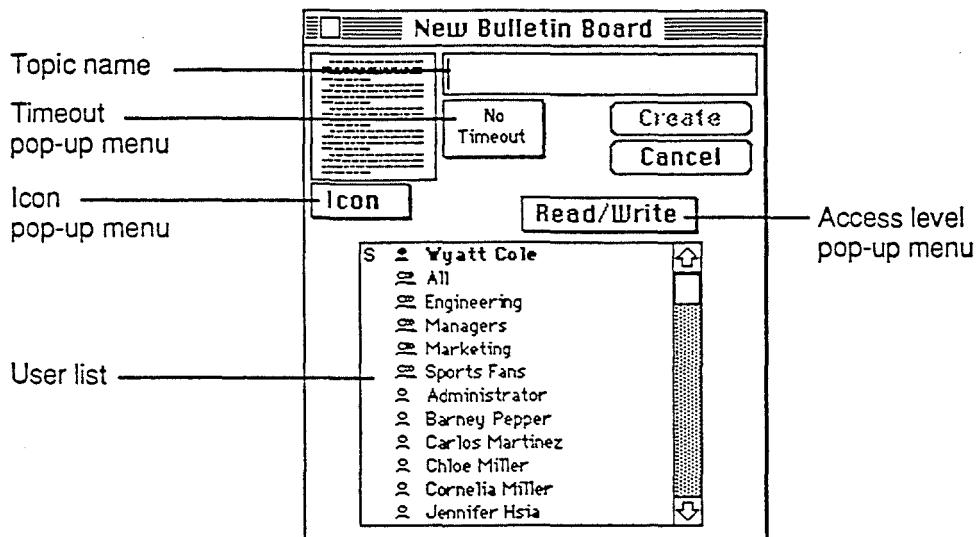
Creating a Bulletin Board

To create a new bulletin board in the PacerForum window

1. Open or activate the PacerForum window
2. Choose **New...** from the **File** menu or click the **New** button in the PacerForum window

New
bulletin
board
button

ACME Software Co : Wyatt Cole

New   Folder   Info   Find

| Ad Concepts | ACME News | Forecasts | Proposals |
| Power Users | Facilities | Meetings | No Interest |
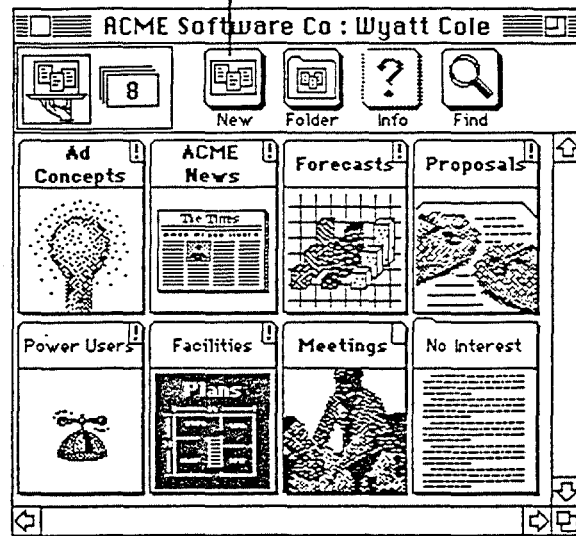
PacerForum opens a new bulletin board window that lets you choose a name, an icon, and a default timeout period for new topics in the bulletin board. The user list in this window lets you choose which PacerForum users have access to the bulletin board.
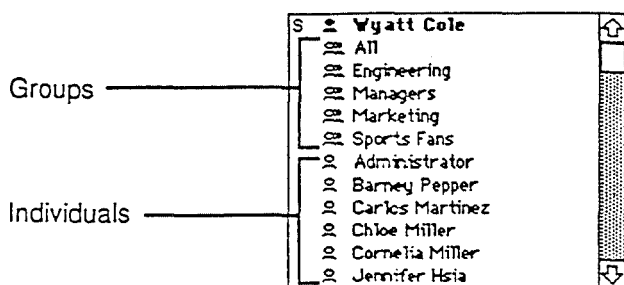
Topic name ————————

Timeout ————————
pop-up menu

Icon ————————
pop-up menu

User list ————————

```
┌──────────────────────────────────────────────┐
│ ▤□▦▦▦  New Bulletin Board  ▦▦▦▦               │
├──────────────────────────────────────────────┤
│ ┌─────────┐ ┌────────────────────────────┐   │
│ │▦▦▦▦▦▦▦▦│ │                            │   │
│ │▦▦▦▦▦▦▦▦│ └────────────────────────────┘   │
│ │▦▦▦▦▦▦▦▦│ ┌──────┐  ┌──────────────┐       │
│ │▦▦▦▦▦▦▦▦│ │  No  │  │    Create    │       │
│ │▦▦▦▦▦▦▦▦│ │Timeout│  └──────────────┘       │
│ │▦▦▦▦▦▦▦▦│ └──────┘  ┌──────────────┐       │
│ └─────────┘           │    Cancel    │       │
│ ┌─────────┐           └──────────────┘       │
│ │  Icon   │     ┌──────────────┐             │
│ └─────────┘     │  Read/Write  │             │
│ ┌──────────────────────────────────┐         │
│ │ S  ▲ Wyatt Cole              ⬆  │         │
│ │    ≅ All                     ▯  │         │
│ │    ≅ Engineering             ▒  │         │
│ │    ≅ Managers                ▒  │         │
│ │    ≅ Marketing               ▒  │         │
│ │    ≅ Sports Fans             ▒  │         │
│ │    ≗ Administrator           ▒  │         │
│ │    ≗ Barney Pepper           ▒  │         │
│ │    ≗ Carlos Martinez         ▒  │         │
│ │    ≗ Chloe Miller            ▒  │         │
│ │    ≗ Cornelia Miller         ▒  │         │
│ │    ≗ Jennifer Hsia           ⬇  │         │
│ └──────────────────────────────────┘         │
└──────────────────────────────────────────────┘
```
———— Access level
      pop-up menu

Type a name for the new bulletin board. Bulletin board names can be up to 31 characters long. You won't be able to click the **Create** button until you give the bulletin board a new name.

After you give the bulletin board a name, you can select which users will have access to the it, choose an icon for it, and set the default timeout period for topics in the bulletin board. The sections that follow tell you how to do this. When you are ready to let other PacerForum users use the bulletin board, click **Create.**
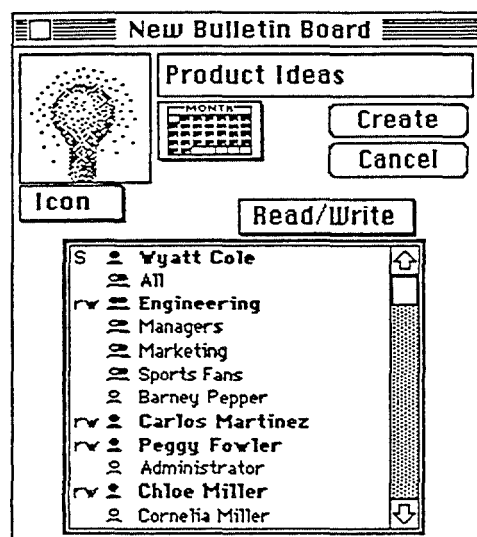
Creating the User List

The user list specifies which PacerForum users can see topics in the bulletin board and determines whether they will be able to post responses or create new topics. The user list shows the groups and users on the PacerForum server. Groups are collections of individual PacerForum users that the PacerForum Administrator creates and maintains. The symbol to the left of the each name tells you whether the name belongs to a group 🏘 or to an individual 🧍.
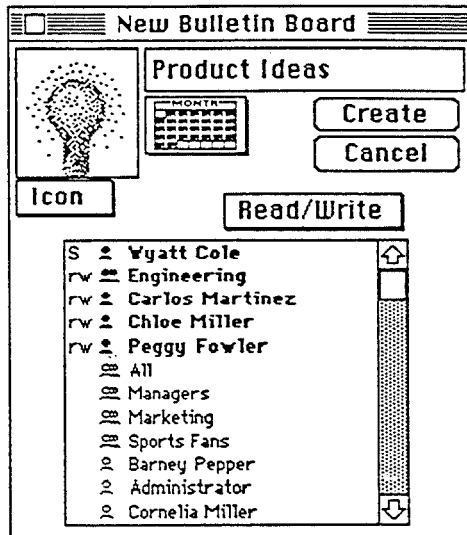
Groups ——————

Individuals ——————

S	🧍	Wyatt Cole
	🏘	All
	🏘	Engineering
	🏘	Managers
	🏘	Marketing
	🏘	Sports Fans
	🧍	Administrator
	🧍	Barney Pepper
	🧍	Carlos Martinez
	🧍	Chloe Miller
	🧍	Cornelia Miller
	🧍	Jennifer Hsia

The names of individuals or groups that have access to this bulletin board appear in bold type. The letters next to these names indicate the access level. When you first create a bulletin board, the letter S appears next to your name, indicating that you have Supervisor access to this bulletin board.

To give individuals or groups access to the bulletin board, click on their names in the user list. The names that you add will appear in bold type with letters indicating access level to the left.

New Bulletin Board

Product Ideas

Create

Cancel

Icon   Read/Write

S	🧍	**Wyatt Cole**
	🏘	All
rw	🏘	**Engineering**
	🏘	Managers
	🏘	Marketing
	🏘	Sports Fans
	🧍	Barney Pepper
rw	🧍	**Carlos Martinez**
rw	🧍	**Peggy Fowler**
	🧍	Administrator
rw	🧍	**Chloe Miller**
	🧍	Cornelia Miller

If you click on the bulletin board name field or press the Tab key, PacerForum reorders the names so that all the groups and individuals with access to the bulletin board appear at the top of the list.

```
New Bulletin Board
┌──────────────┐ ┌─────────────────────────┐
│   .·:∴·.     │ │ Product Ideas           │
│   :···.      │ └─────────────────────────┘
│   ·:·.       │ ┌MONTH┐      ┌──────────────┐
│    ···.      │ │█████│      │    Create    │
│    ·:·       │ │█████│      └──────────────┘
│             │ └─────┘      ┌──────────────┐
└──────────────┘             │    Cancel    │
┌──────────┐                 └──────────────┘
│  Icon    │       ┌─────────────────────┐
└──────────┘       │    Read/Write       │
                   └─────────────────────┘
┌───────────────────────────────┐
│ S  ☻ Wyatt Cole            △  │
│ rw ☻ Engineering              │
│ rw ☻ Carlos Martinez          │
│ rw ☻ Chloe Miller             │
│ rw ☻ Peggy Fowler             │
│    ☺ All                      │
│    ☺ Managers                 │
│    ☺ Marketing                │
│    ☺ Sports Fans              │
│    ☺ Barney Pepper            │
│    ☺ Administrator            │
│    ☺ Cornelia Miller       ▽  │
└───────────────────────────────┘
```

To remove a group or individual's access to a bulletin board, click on the name so that it is no longer in bold type.

Another way to give access to groups or individuals is to type the first few characters of the name. Press the Tab key to activate the user list. A box appears around the user list. As you type, PacerForum selects the name that most closely matches what you have typed. To grant access to the selected group or individual, press the Return key.
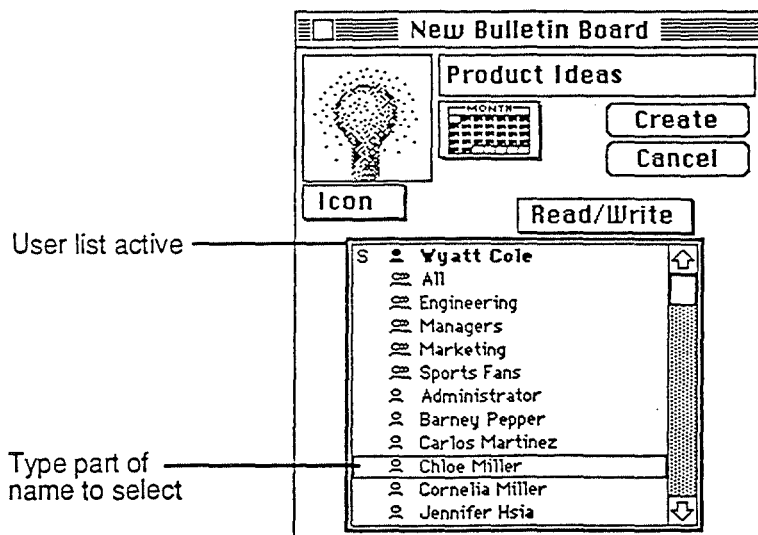
User list active —

Type part of name to select —

When you create a new bulletin board, it appears immediately in the PacerForum windows of all the users who have access to it. Initially, the new bulletin board has the notification switch turned on. Individual users can turn the notify switch off.

Setting User Access Levels

The Access Level pop-up menu indicates the access level a group or individual will have when you click on a name in the user list.

The default access level, **Read/Write**, lets users read and respond to existing topics and to create new topics within the bulletin board.

To assign different levels to different users

1. Choose the access level from the **Access Level** pop-up menu
2. Click on the names of groups and individuals who need that level of access to the bulletin board

To change the access level of a group or individual that already has access to the bulletin board, choose the access level from the **Access Level** pop-up menu, then click on the name twice. The first click removes the name from
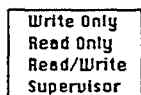
the user list, and the second click adds the name to the user list with the new access level.

When you set the access level for a group, it is as if you assigned that access level to everyone in that group.

PacerForum offers four access levels that allow you to perform different actions on topics and bulletin boards. The letters under each access level are the letters that appear next to names of groups or individuals that have that access level,

	Write	Read	Read/Write	Supervisor
User list symbol	w	r	rw	S
Create topics	■		■	■
Read topics		■	■	■
Respond			■	■
Erase responses			◆	■
Delete topics			▼	■
Change topic name or icon			▼	■
Move topics to other boards			▼	■
Change board name or icon				■
Delete bulletin board				■
◆ = Allowed only if your response is the last response in the topic · ▼ = Allowed only if you created the topic and no one else has added a response				

A bulletin board with Write Only access is useful as a suggestion box, a drop folder, or any other application where users need to provide information to a central location.

A bulletin board with Read Only access is useful for publishing information like company policies or to distribute software and templates as attachments.

PacerForum allows the PacerForum Administrator to limit the privileges of individual users. The privileges set by the Administrator always override the access level set by a bulletin board supervisor.

For example, if you give a user Supervisor access to a bulletin board, but the PacerForum Administrator has restricted the user's privileges to "Create Responses", the user will not be able to create topics in the bulletin board (or on any other bulletin board on that server).

Pick from List...
Use Icon Clipboard
Build New Icon...
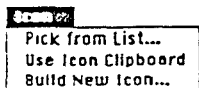
Choosing an Icon for the Bulletin Board

When you create a new bulletin board, PacerForum gives it the same icon as the last bulletin board you created. You can use the Icon pop-up menu to give the bulletin board a different icon. You should try to use icons that reflect the content of the bulletin board.

To learn how to give an bulletin board to a topic, see "Choosing Icons for Bulletin Boards and Topics" at the end of this chapter.

✓No Timeout
Timeout In 1 Day
Timeout In 1 Week
Timeout In 1 Month
Other...
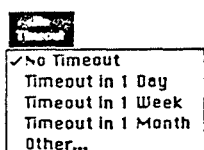
Setting a Default Timeout

The Timeout pop-up menu in the new bulletin board window lets you set the default timeout period for topics created in that bulletin board. The timeout period specifies how long PacerForum waits before deleting a topic or erasing responses automatically.

Whenever a PacerForum user creates a new topic in this bulletin board, the initial timeout period will be the timeout period you set here. The PacerForum user creating the topic can change the timeout period.

PacerForum uses these symbols for the timeout values.

Timeout command	Symbol	Topics deleted and responses erased after...
No timeout	No Timeout	PacerForum never deletes the topic or erases responses automatically.
Timeout in 1 Day	DAY	24 hours
Timeout in 1 Week	WEEK	7 days
Timeout in 1 Month	MONTH	30 days
Other...	OTHER	PacerForum opens a dialog box that lets you set your own timeout period

For more information about the timeout period, see "Creating a Topic" earlier in this chapter.

Modifying a Bulletin Board

If you have Supervisor access to a bulletin board, you can change the bulletin board's name, icon, default timeout period, or user list. If you don't have Supervisor access, you can see these settings but you cannot modify them. To modify a bulletin board:

1. Select a bulletin board in the PacerForum window
2. Choose **Get Info...** from the File menu, or
   click the Info button in the PacerForum window

Info ─────────────────────────
button

Selected ─────
bulletin board
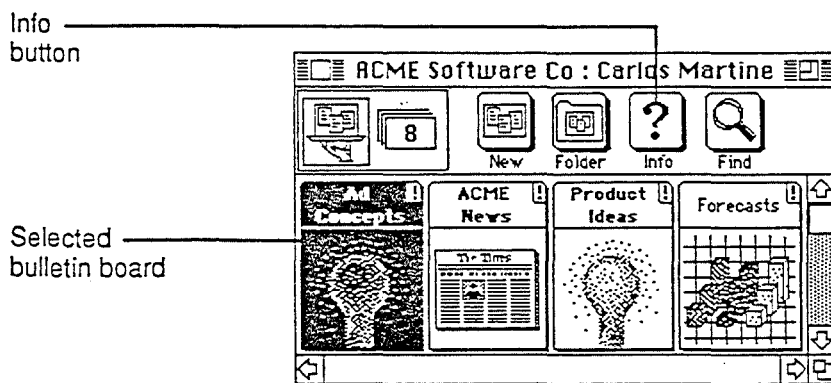
PacerForum opens a bulletin board information window. If you don't have Supervisor access, you can see the information, but you cannot change it.

Topic name ───────

Timeout ───────
pop-up menu

Icon ───────
pop-up menu

User list ───────────

Access level
pop-up menu
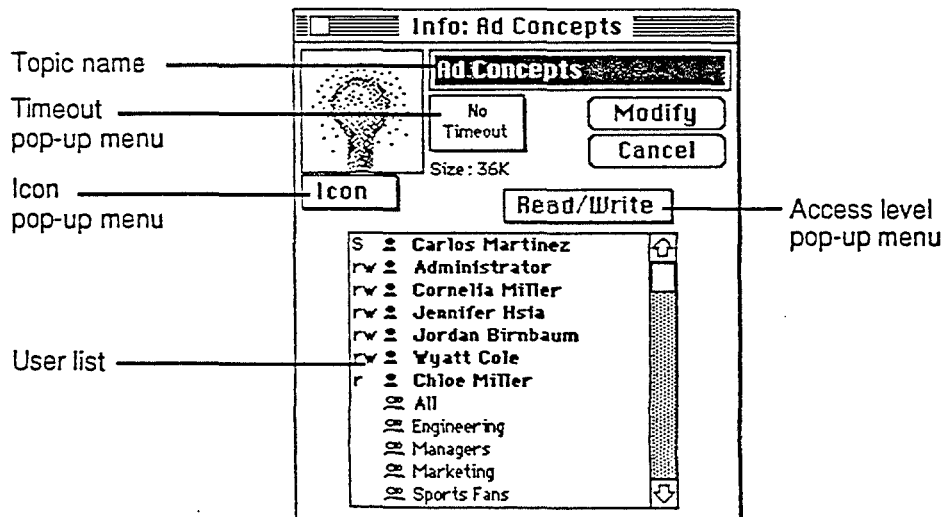
The bulletin board information window is similar to the new bulletin board window. The only new item in the window is the size indicator, which tells

you how much disk space the bulletin board and its topics take up on the PacerForum server.

To change the name of the bulletin board, type a new name in the name field. Use the **Icon** pop-up menu to change the bulletin board's icon. Use the **Timeout** pop-up menu to change the default timeout period for this bulletin board. Use the user list and **Access Level** pop-up menu to change the access level of groups and individuals.

Click **Modify** to make the changes to the bulletin board.

Moving a Topic to Another Bulletin Board

PacerForum lets bulletin board supervisors move topics between different bulletin boards on the same PacerForum server.

Because moving a topic is the same as deleting the topic from its original bulletin board and adding a new topic to the new bulletin board, you must have Supervisor access to the original bulletin board and Read/Write access to the target bulletin board.

To move topics from one bulletin board to another:

1. Select the topic or topics that you want to move
2. Hold down the mouse button and drag the selection to the target bulletin board
3. Release the mouse button

As you drag a topic, the pointer becomes a grasping hand, and a gray outline of the topic follows the hand pointer.

Gray outline of topic icon.

Topic being moved
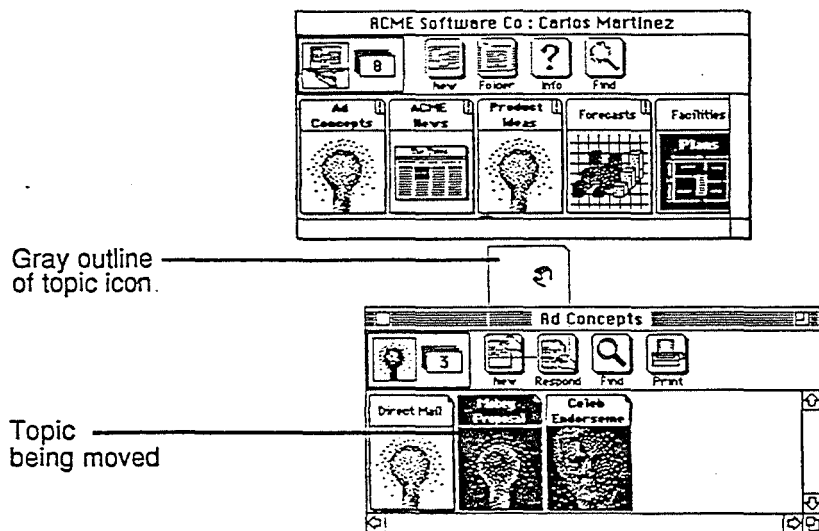
When the pointer is over the bulletin board that you want to move the topic to, it highlights.

Destination bulletin board

Topic being moved
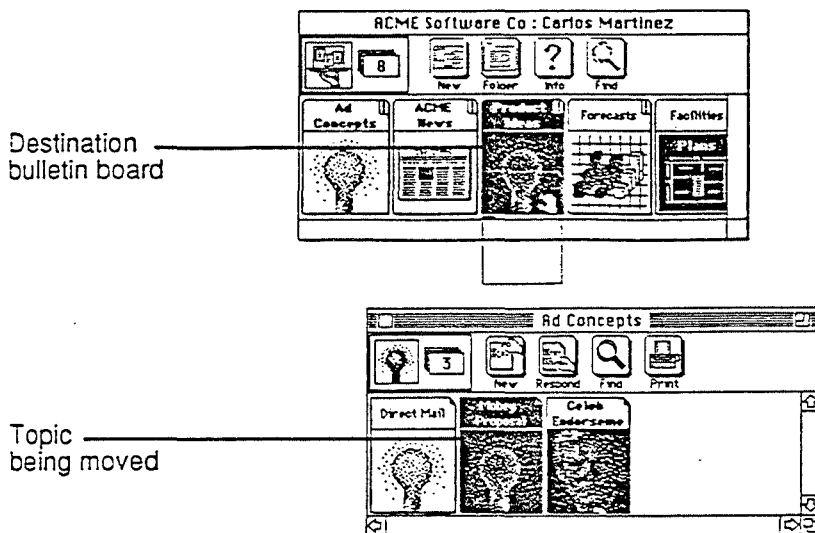
You can also Option-drag a topic onto an open bulletin board window instead of a bulletin board icon inside a PacerForum window.

Moving topics without Supervisor access
You can move a topic from a bulletin board that you do not have Supervisor access to if you created the topic and no one has added any responses to the topic since you created it.

Deleting Bulletin Boards and Topics

If you have Supervisor access to a bulletin board, you can delete any topic in that bulletin board. You can delete the entire bulletin board as well.

To delete a bulletin board:

1. Select a bulletin board in the PacerForum window
2. Choose Delete... from the File menu

PacerForum asks you to confirm that you really want to delete the bulletin board.

```
┌─────────────────────────────────────────────────────┐
│ ┌───┐  Do you really want to delete    ┌──────────┐ │
│ │ ≡ │  the bulletin board 'Ad          │    OK    │ │
│ └───┘  Concepts'?                       └──────────┘ │
│                                         ┌──────────┐ │
│                                         │  Cancel  │ │
│                                         └──────────┘ │
└─────────────────────────────────────────────────────┘
```
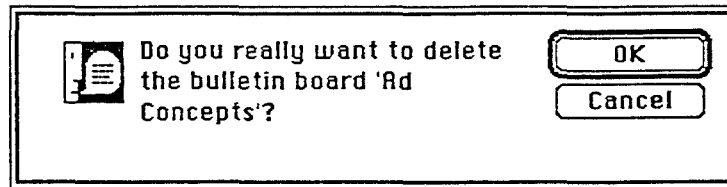
You delete topics the same way:

1. Select a topic in a bulletin board window
2. Choose Delete from the File menu
3. Confirm that you really want to delete the topic

To delete more than one bulletin board or more than one topic, select all the items you want to delete, then choose Delete from the File menu. PacerForum asks you to confirm that you want to delete each item.

Deleting a topic without Supervisor access
If you do not have Supervisor access, you can delete a topic in a bulletin board if you created the topic and no one has added any responses to the topic since you created it.

Choosing Icons for Bulletin Boards and Topics
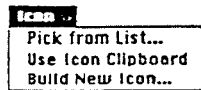
Both topics and bulletin boards should have icons that reflect something about their subject matter. To give a topic an icon, you use the Icon pop-up menu in the new topic window. To give a bulletin board an icon, you use the Icon pop-up menu in the new bulletin board window.
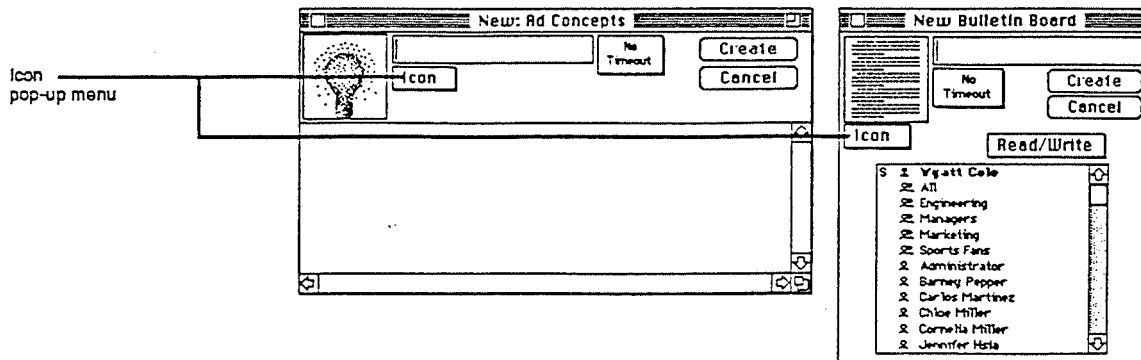
There are several ways to give bulletin boards and topics an icon:

- copy the icon from an existing topic or bulletin board
- pick an icon from a list of icons
- create a new icon
- use Finder icons

Copying an icon from a topic or bulletin board

To copy an icon from a bulletin board or from a topic

1. Select the bulletin board or topic whose icon you want to copy
2. Choose **Copy** from the **Edit** menu
3. Click the new topic window or new bulletin board window to activate it
4. Choose **Use Icon Clipboard** from the Icon pop-up menu

Picking an icon from a list of icons

Another easy way to give a topic an icon is to choose one from the list of all the icons that the PacerForum server knows about. Choose **Pick From List...** from the Icon pop-up menu. PacerForum opens the Icon Picker dialog box.

Category pop-up menu
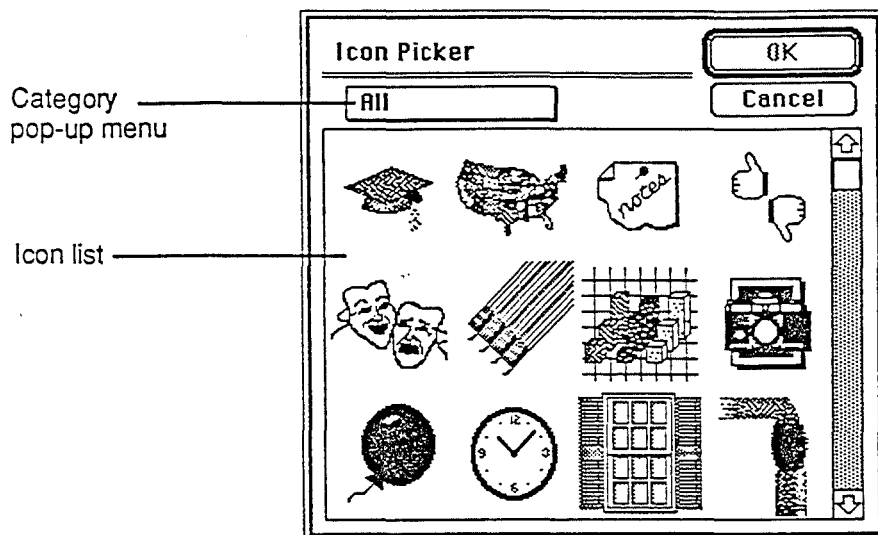
Icon list

Scroll through the icon list until you find an icon that suits your topic or bulletin board. You can double-click on the icon or select it and click **OK.**

If your PacerForum Administrator has organized the PacerForum server's icons into categories, you can use the Categories pop-up menu to see different groups of icons without having to scroll through the whole list. The category **All** always shows you all of the icons stored on the PacerForum server.

Building a New Icon

If none of the existing icons in PacerForum seems appropriate to a topic or bulletin board that you are creating, you can make a new icon using a picture on the Clipboard. Once you create a new icon, it will be available to all of the PacerForum users that have access to your PacerForum server.

Flash-It is included in your PacerForum package. To learn how to use it, see Appendix $$.

You can put pictures on the Clipboard by copying a graphic out of a graphics application such as MacPaint®; by scanning a photograph or other image using a scanner; by copying part of your Macintosh screen using Flash-It™; or by copying an application or document icon from the Finder (under System 7).

To create a new icon, choose **Build New Icon...** from the Icon pop-up menu in the new topic window or in the new bulletin board window. If **Build New Icon...** is dimmed, you don't have a graphic on the Clipboard.

Note: The PacerForum Administrator can set privileges for individual users. If you do have a graphic on the Clipboard, and the Build New Icon... command is dimmed, you do not have sufficient privileges to create an icon.
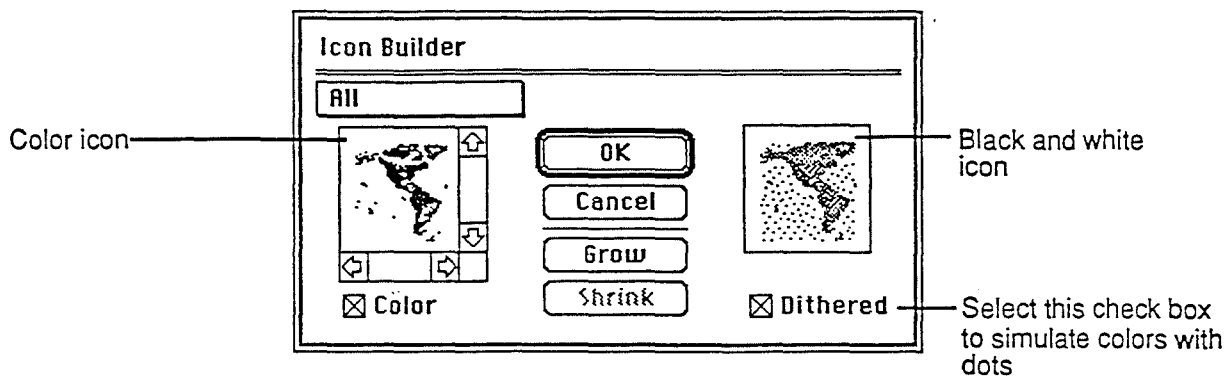

The Icon Builder dialog appears with the Clipboard picture in the view area. The view area shows what the icon will look like. The buttons in the Icon Builder dialog box let you fine-tune its appearance.

Category pop-up menu

View area

Click here to create color and black & white icons

Icon Builder

All

OK

Cancel

Grow — Click here to make the image larger

Shrink — Click here to make the image smaller

Color
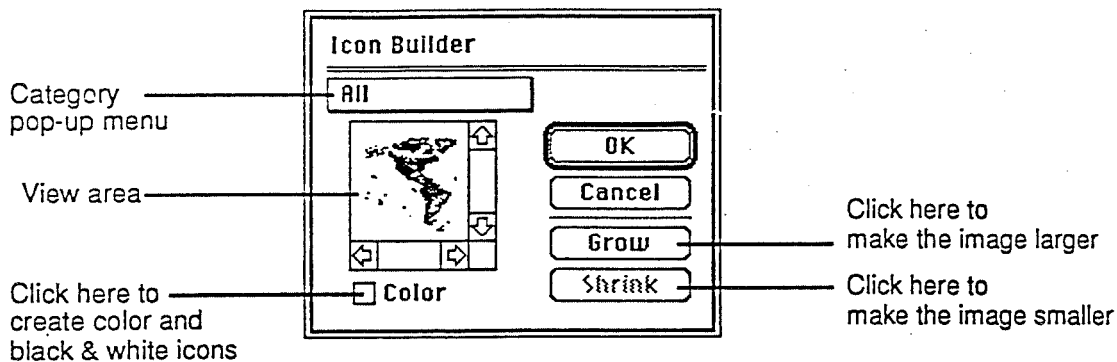
The **Category** pop-up menu lets you choose a category for the new icon. If your PacerForum Administrator has set up categories, choose the one that is appropriate for your new icon. Putting an icon into a category makes it easier for other PacerForum users to find your icon later.

PacerForum reduces the picture so you can see all of it in the view area. The **Grow** button enlarges the picture, but you see less of it in the view area. You can click the **Grow** button until the picture appears full size. If you enlarge the picture more than you want, you can use the **Shrink** button to make it smaller.

If the Color check box is not dimmed, the picture on the Clipboard is in color. If you click the Color check box, PacerForum expands the Icon Builder dialog box to show both the color and black and white version of the icon. PacerForum users who have color monitors will see the icon in color, and those with black and white monitors will see the black and white version.
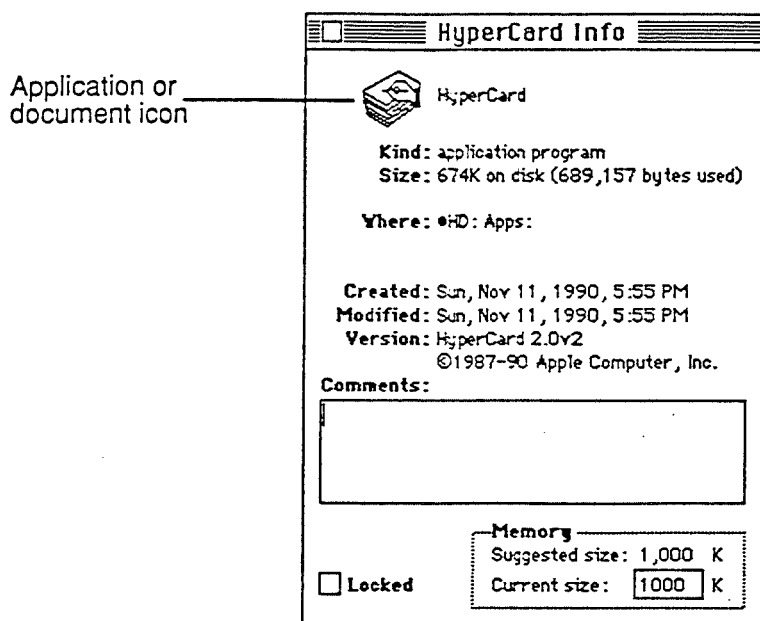
Color icon ———————————————

Icon Builder

All

OK

Cancel

Grow

Shrink

☒ Color

☒ Dithered

Black and white icon

Select this check box to simulate colors with dots

The **Dither** check box lets you choose how PacerForum translates colors to black and white. If this check box is selected, PacerForum uses black and white dots to simulate gray tones. If it is off, PacerForum translates light colors to white and dark colors to black. Some icons look better with this check box unselected, so be sure to try both settings.

When you are satisfied with the icon, click **OK**. The icon will now appear in the new topic window or in the new bulletin board window.

Using Finder Icons

If you are using System 7, you can copy an icon from an application or a document from its information window.

Application or document icon

```
▤□▤▤▤  HyperCard Info  ▤▤▤▤▤

      [icon]  HyperCard

      Kind: application program
      Size: 674K on disk (689,157 bytes used)

      Where: •HD: Apps:


      Created: Sun, Nov 11, 1990, 5:55 PM
      Modified: Sun, Nov 11, 1990, 5:55 PM
      Version: HyperCard 2.0v2
                    ©1987-90 Apple Computer, Inc.
      Comments:
      ┌────────────────────────────────┐
      │                                │
      │                                │
      │                                │
      └────────────────────────────────┘
                  ┌─Memory────────────────┐
                  │ Suggested size: 1,000  K │
      ☐ Locked    │ Current size: │1000│ K  │
                  └────────────────────────┘
```

To copy the application or document icon

1. Select the application or document from the desktop
2. Choose **Get Info...** from the **File** menu
3. Click the icon in the information window
4. Choose **Copy** from the **Edit** menu

The icon will be on the Clipboard, and you can use the technique described in "Building New Icons" above to create a PacerForum icon.

6
Making the
Most of
PacerForum

The previous chapters showed you enough to use PacerForum from day to day. This chapter shows you some more advanced commands that let you customize PacerForum windows, organize bulletin boards, print and save topics, use multiple PacerForum servers, set your PacerForum password, and more.

In this chapter

- Creating Personal Folders
- Changing Window Views
- Searching in PacerForum
- Printing and Saving Topics
- Working with Window
- Erasing Responses
- Working with PacerForum Servers
- Sign In Preferences
- PacerForum Preferences

Creating Personal Folders

As you and others in your organization use PacerForum, you will create more and more bulletin boards. After some time, your PacerForum window may come to have dozens of bulletin boards. In Chapter 3 you learned how to drag bulletin boards that don't interest you to the No Interest folder. PacerForum also lets you create your own folders to organize bulletin boards into different categories.

For instance, you might have folders to hold bulletin boards for each department in your company. Or if you use one bulletin board for each project that you and your colleagues work on, you might have a folder called "Projects." You can use folders any way you want.

The main difference between your personal folders and the No Interest folder is that PacerForum automatically turns off the notification switch on any bulletin board in the No Interest folder.

Creating Personal Folders

To create a personal folder, click the **Folder** button in the PacerForum window.

Folder button
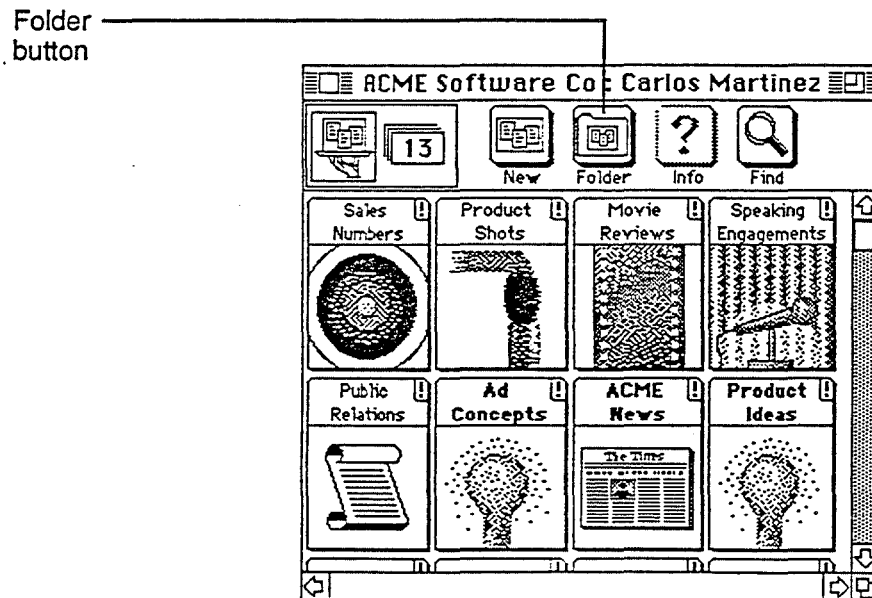
PacerForum opens a new folder window.
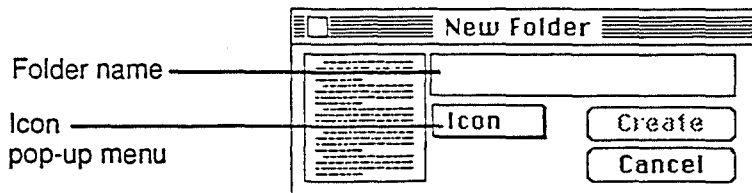
Folder name ———

Icon ———
pop-up menu

Type the name of the folder in the folder name field, and use the Icon pop-up menu to give the folder an icon.

Click Create to create the folder. PacerForum adds the folder to the PacerForum window.

New
folder ———
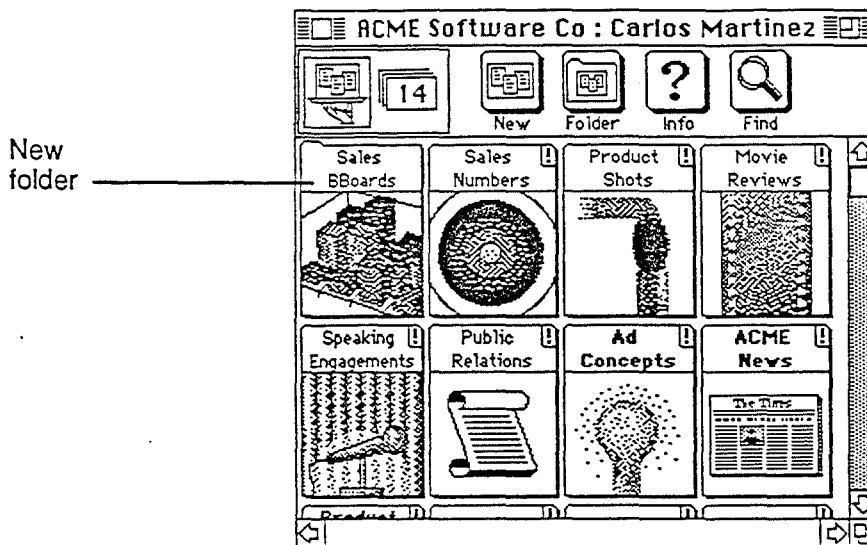
To put a bulletin board in a folder, drag it to the folder the same way you learned to drag bulletin boards to the No Interest folder in Chapter 3. You can drag as many bulletin boards as you like into a folder.

To open a folder, double-click on its icon. A folder window is similar to the PacerForum window. The buttons at the top of the window work that same way as the corresponding buttons in the PacerForum window. The only difference is that folder window do not have a **Folder** button.

Create a new — bulletin board

Number of — items in window

Modify or get information about selected bulletin board

Searches a bulletin board
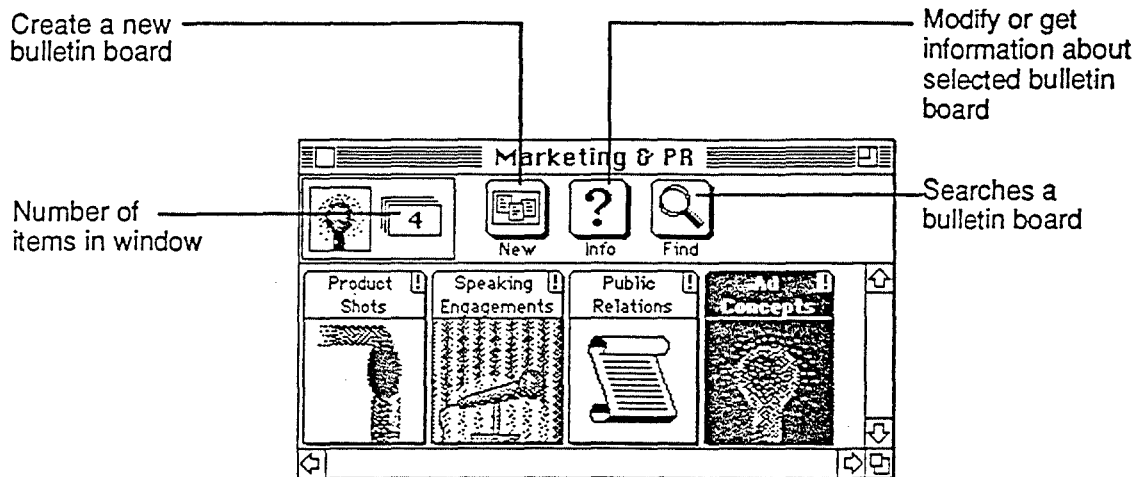
Modifying Personal Folders
To change the name or icon of a personal folder:

1. Select the folder in the PacerForum window
2. Choose Get Info... from the File menu, or click the Info button in the PacerForum window

PacerForum opens a folder information window that looks similar to new folder window.
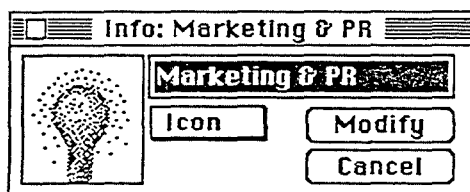
Type a new name or use the **Icon** pop-up menu, and click **Modify** to change the personal folder.

Deleting Personal Folders

If you no longer need a personal folder, you can delete it. To delete a personal folder:

1. Select the folder in the PacerForum window
2. Choose **Delete** from the **File** menu

PacerForum asks you to confirm that you really want to delete the folder.

If you delete a folder that contains bulletin boards, PacerForum returns the bulletin boards to the PacerForum window. Deleting a folder never deletes bulletin boards.

Changing Window Views

The commands in the View menu let you change the way PacerForum displays bulletin boards and topics in windows. By default, PacerForum represents bulletin boards and topics as icons in a window. You can choose to display bulletin boards and topics as lists instead. By default, PacerForum lists bulletin boards and topics in chronological order, with the most recently modified items at the beginning of the window. You can choose to display them in a different order.

The Forum Window and Bulletin Boards

The Icon, Icon List, and List commands in the View menu change the way PacerForum displays bulletin boards and topics. These commands apply to the frontmost window only. PacerForum remembers your settings until you change them.
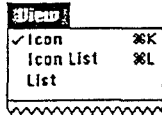
View by Icon List

When you choose Icon List from the View menu, PacerForum displays the bulletin boards in the PacerForum window and in folder windows as a list. To the left of each bulletin board name is a miniature version of its icon.

☐ Proposals	1 Topics	2.11.93	1.11 AM	Read/Write	
☐ Forecasts	3 Topics	2.10.93	10.42 PM	Read/Write	
☐ Broadcast	3 Topics	2.10.93	7.34 PM	Read/Write	
☐ ACME News	0 Topics	2.10.93	7.29 PM	Supervisor	
☐ Power Users	0 Topics	2.10.93	7.26 PM	Supervisor	
☐ Facilities	0 Topics	2.10.93	7.25 PM	Supervisor	
☐ Meetings	6 Topics	9.24.91	6.18 PM	Read/Write	
No Interest					

ACME Software Co : Carlos Martinez

New Folder Info Find

Notifcation switch

Bulletin boards

Number of topics in bulletin board

Access level

Date last modified

The Icon List view for topics in a bulletin board is similar:

Topics

Size on server

Date last modified
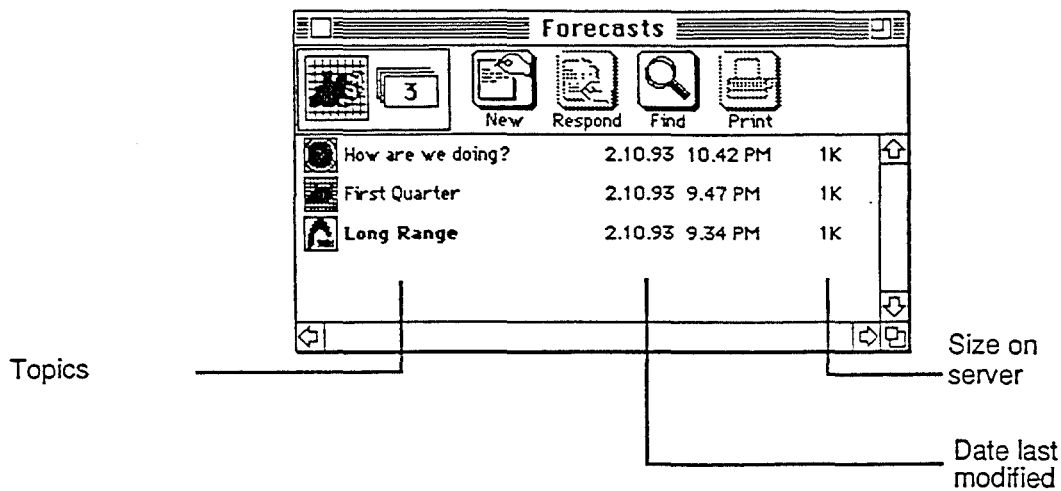
View by List

The List command in the View menu shows the Forum window and the bulletin board windows the same way as the List Icon view, but instead of using a miniaturized version of the bulletin board and topic icons, it uses a generic icon. The List view is the fastest view because PacerForum doesn't have display the bulletin board and topic icons. This view is useful if you connect to a PacerForum server with Apple Remote Access.

View by Icon

To use full-size icons to display bulletin boards and topics, choose the **Icon** command in the **View** menu.
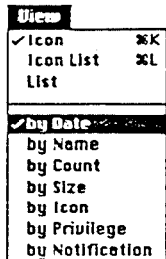
Changing the Sort Order

The other commands in the View menu change the order of bulletin boards and topics. Some of the sorting commands only apply to the PacerForum window and personal folder windows, and some only apply to the bulletin board windows..

Sort by	Sort order	Windows
Date	Most recently modified item appears first	All
Name	Items sorted alphabetically	All
Count	Bulletin board with most topics appears first	PacerForum window Folder windows
Size	Topic taking up most space on the Forum server appears first	Bulletin board windows
Icon	Bulletin board and topic icons appear in the same order as in the Icon Picker dialog box. (See Chapter 5)	All
Privilege	Bulletin board with greatest privileges appears first	PacerForum window Folder windows
Notification	Bulletin board with notification switch on appears first	PacerForum window Folder windows

Items that meet the same criteria are sorted alphabetically. For example, if you are sorting by count, and two bulletin boards have the same number of items, they will appear in alphabetical order.

Searching

In Chapter 3 you learned how to use the Find command in the Edit menu to search for a word or a phrase in a topic. You can use the Find command to find bulletin board, personal folder, and topic names as well as to find text in the contents of a topic.

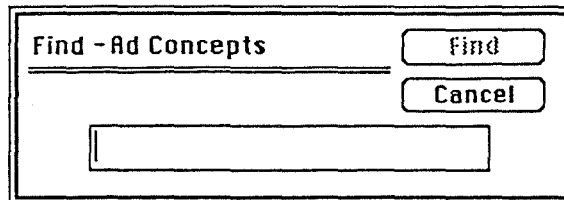The exact way the Find command works depends on the type of window that is frontmost.

If the front window is a...	The Find command looks here for the phrase
PacerForum window	The names of bulletin boards, folders, and topics
Personal folder window	The names of bulletin boards, folders, and topics
Bulletin board window	All the responses in all the topics in the bulletin board
Topic window	All the responses in the topic

To search for a phrase, choose **Find...** from the **Edit** menu or click the **Find** button in any window.

Find button
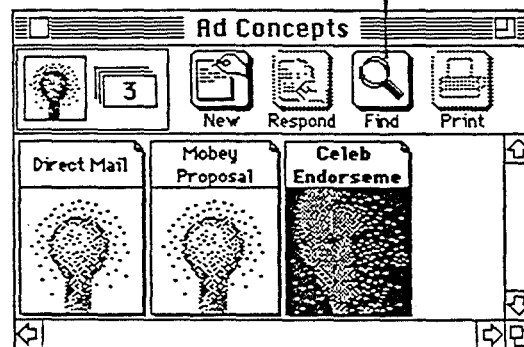
PacerForum asks you to type the words or phrase to find.

```
┌─────────────────────────────────────────┐
│ ┌─────────────────────────────────────┐ │
│ │ Find - Ad Concepts        ( Find )  │ │
│ │ ─────────────────────────           │ │
│ │                          ( Cancel ) │ │
│ │    ┌────────────────────────┐       │ │
│ │    │ I                      │       │ │
│ │    └────────────────────────┘       │ │
│ └─────────────────────────────────────┘ │
└─────────────────────────────────────────┘
```

Type the word or phrase and click **Find** to start the search.

As PacerForum searches through bulletin boards, topics, and responses for the word or phrase, it shows their names and numbers in the dialog. You can stop a search at any time by pressing Command-Period.

If you were searching for a bulletin board, personal folder, or topic name, PacerForum highlights it when it is found. If you were looking for the word or phrase in the contents of a topic, PacerForum opens the topic and highlights the phrase. If PacerForum cannot find what you were looking for, it beeps.

There may be more than one occurrence of the word or phrase you were looking for. To search for additional occurrences, choose the **Find Again** command from the **Edit** menu.

Printing and Saving from Topics

Although PacerForum is designed to let you converse with other PacerForum users from your Macintosh, there will be times when you will want to save the information in a topic. PacerForum lets you print topics or save topics to a file. PacerForum also lets you print pictures attached to responses.

Printing Topics

There are several ways to print topics:

- select a topic in a bulletin board window and click the **Print** button, or
- select a topic in a bulletin board window and choose the **Print...** command in the **File** menu, or
- in an open topic, click the **Print** button in the topic window

Bulletin board window —————
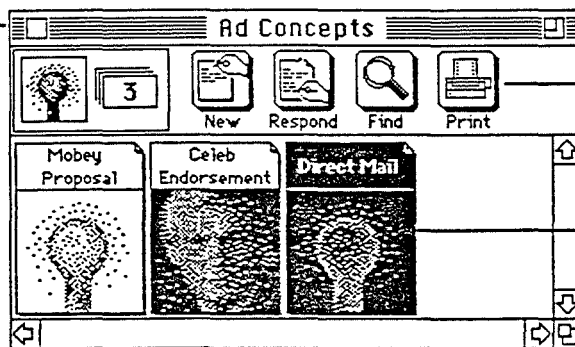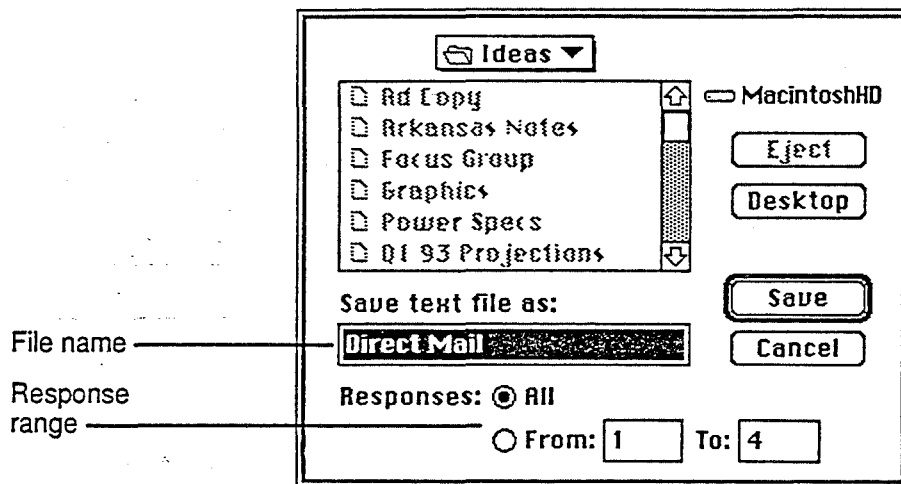

Print button

Selected topic

Open topic window —————
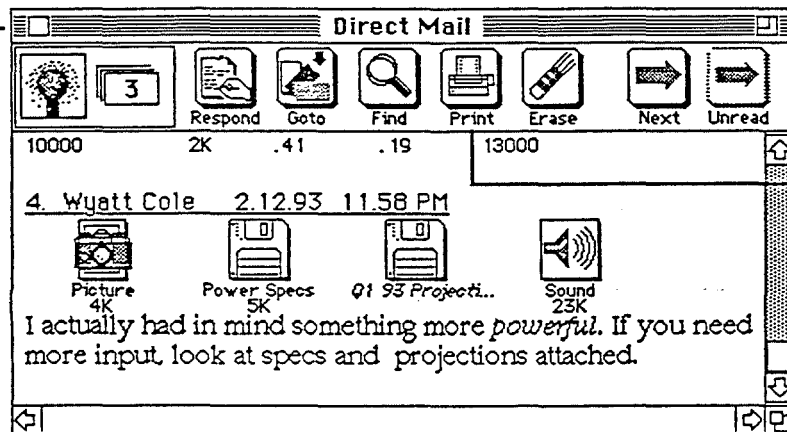
Print button

PacerForum opens a standard print dialog box. PacerForum adds a response range option that lets you specify which responses to print.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ LaserWriter "LaserWriter"                          7.1.2  ┌──────────┐    │
│                                                            │  Print   │    │
│ Copies:[▒▒]           Pages: ⦿ All  ○ From:[   ]  To:[   ] └──────────┘    │
│                                                            ┌──────────┐    │
│ Cover Page:  ⦿ No ○ First Page ○ Last Page                │ Cancel   │    │
│                                                            └──────────┘    │
│ Paper Source: ⦿ Paper Cassette  ○ Manual Feed                             │
│ Print:        ⦿ Black & White   ○ Color/Grayscale                        │
│ Destination:  ⦿ Printer         ○ PostScript® File                       │
│                                                                           │
│ ── Response Range: [1   ] to [4   ]                                       │
└─────────────────────────────────────────────────────────────────────────┘
```
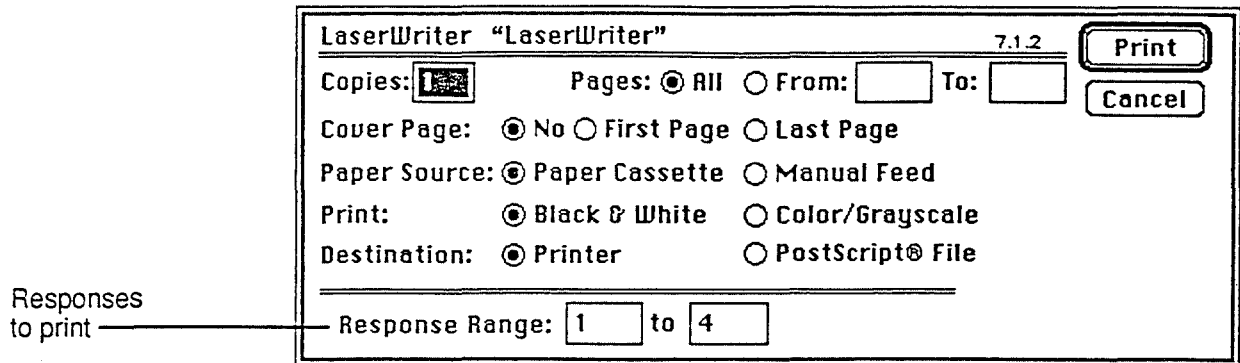
Responses to print ──

When you print from a bulletin board window, the initial range is the entire topic. When you print from an open topic window, the initial range is the range of currently available responses.

Saving Topics

To save a topic in a text file, either select a topic in a bulletin board window or open a topic and choose **Save As Text...** from the **File** menu. PacerForum opens a directory dialog box that lets you name the file and specify the responses to save.

```
┌─────────────────────────────────────────────────┐
│        ┌──────────────┐                          │
│        │ 🗀 Ideas ▼   │                          │
│        └──────────────┘                          │
│   ┌──────────────────────┐┌─┐  ⊂⊃ MacintoshHD    │
│   │ ▢ Ad Copy           ││⇧│                     │
│   │ ▢ Arkansas Notes    ││ │  ┌──────────┐       │
│   │ ▢ Focus Group       ││▓│  │  Eject   │       │
│   │ ▢ Graphics          ││▓│  └──────────┘       │
│   │ ▢ Power Specs       ││ │  ┌──────────┐       │
│   │ ▢ Q1 93 Projections ││⇩│  │ Desktop  │       │
│   └──────────────────────┘└─┘  └──────────┘      │
│   Save text file as:          ┌──────────┐       │
│   ┌──────────────────────┐    │  Save    │       │
│   │ Direct Mail ▒▒▒▒▒▒▒▒ │    └──────────┘       │
│   └──────────────────────┘    ┌──────────┐       │
│   Responses: ⦿ All            │ Cancel   │       │
│              ○ From:[1  ] To:[4  ]               │
└─────────────────────────────────────────────────┘
```

File name ──

Response range ──

PacerForum displays a progress dialog as it saves the topic to a file.

You can use any Macintosh word processor or TeachText to open the file.

Printing Pictures

To print an attached picture

1. Click on the picture attachment icon to open the picture
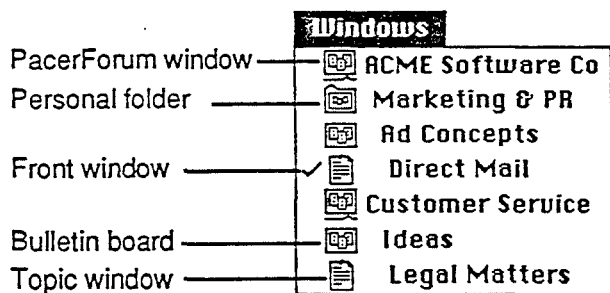2. Choose Print... from the File menu

PacerForum also supports the standard **Page Setup...** command, which allows you to change page defaults or pick different print qualities or paper types, depending on the printer that you are using.

Working with Windows

PacerForum offers commands that help you work with windows. The Windows menu lets you open a particular window quickly. The **Print Window...** command prints the contents of a window.

The Window Menu

After a few minutes of opening personal folders, bulletin boards, and topics, you may find that your Macintosh display has a lot of windows open. The Windows menu gives you a list of all the open windows. Icons next to the names of the windows indicate the window type.

PacerForum window	**Windows**
	ACME Software Co
Personal folder	Marketing & PR
	Ad Concepts
Front window	✓ Direct Mail
	Customer Service
Bulletin board	Ideas
Topic window	Legal Matters

To bring a particular window to the front, choose its name from the Windows menu.

Printing a Window

Although you can print the contents of a topic and save the contents to a text file, there may be times when you just want to print the contents of a bulletin board window, a personal folder window, or the PacerForum window. PacerForum has a **Print Window...** command that is similar to the Finder's **Print Window...** command.

To print the contents of these windows, choose **Print Window...** from the File menu. PacerForum opens the standard printing dialog, and after you click OK, PacerForum prints the contents of the window.

For example, suppose you chose **Print Window...** with a PacerForum window open.
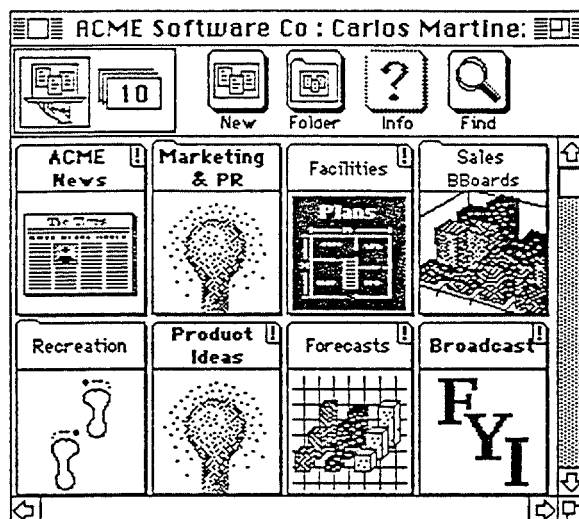
PacerForum prints the contents of that window so they fit on the page, including the items that were not visible in the window. The title of the window appears at the top of the page.
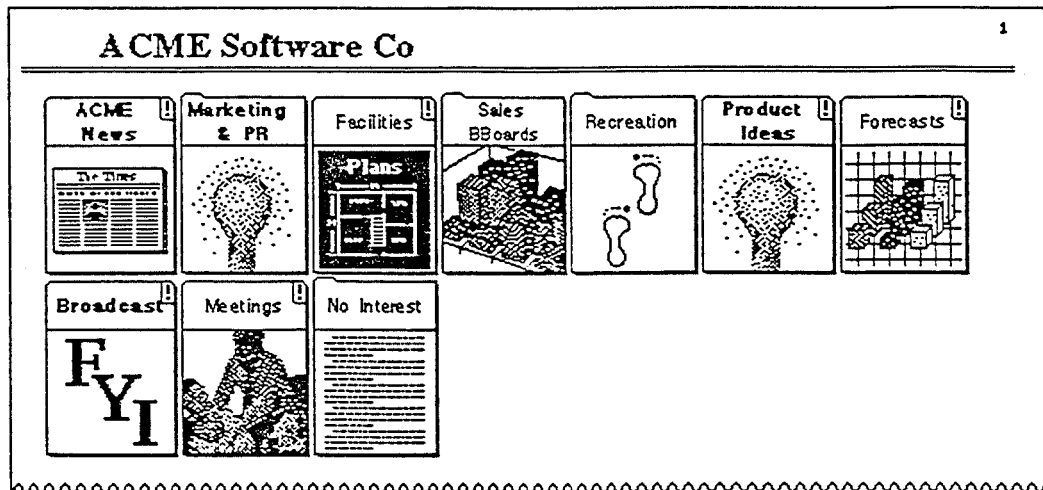
Erasing Responses

If you have Supervisor access to a bulletin board, you can erase individual responses from topics in that bulletin board. To erase a response, open the topic containing the response you wish to erase and click the **Erase** button.

Erase
button

Number of
responses in topic
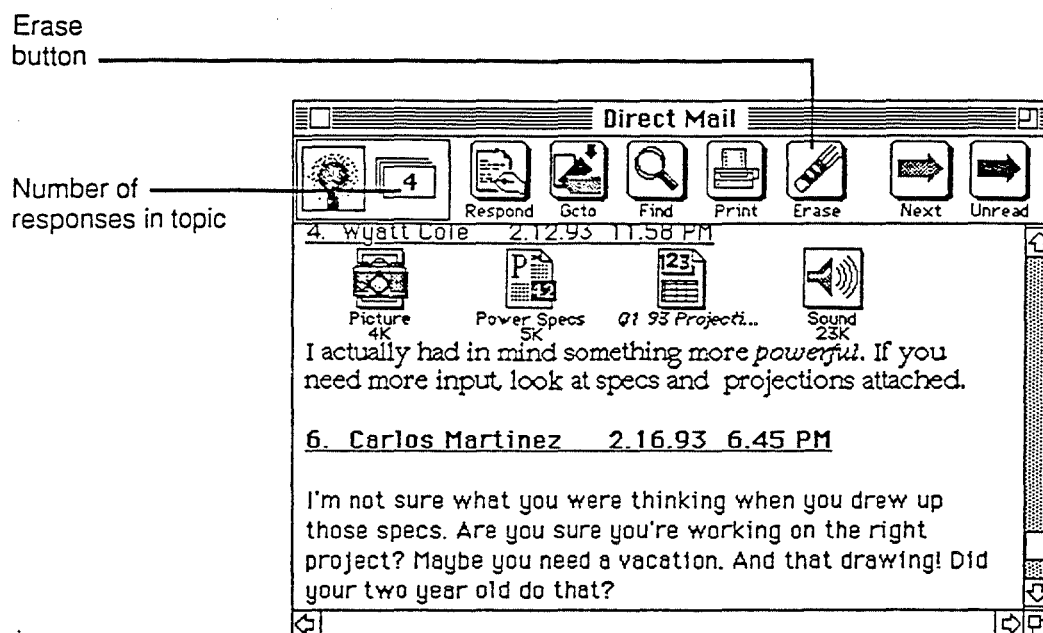
PacerForum opens a dialog box that lets you specify the response to erase.
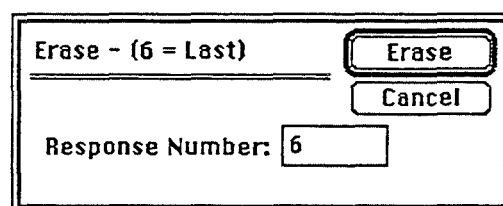
After asking you to confirm that you really want to erase the response, PacerForum permanently erases the response.

Response numbers don't change when you erase a response. For instance, if you a topic has responses 1 to 5 and your erase response 3, responses 1-2 and 4-5 would still be available. The item counter in the topic window would show "4" because there are four responses in the topic.

Working with PacerForum Servers

Whenever you work with PacerForum, you are connected to a PacerForum server that contains bulletin boards, topics, and attachments. You remain connected to a server, even if you quit PacerForum, until you turn off your Macintosh or until you sign out from that server. PacerForum keeps you connected to the PacerForum server so it can notify you when others add responses or topics to a bulletin board. If you were not connected, PacerForum would have no way to notify you.

PacerForum lets you connect to more than one server at the same time. You can also sign in to PacerForum as a different user.

Connecting to Another PacerForum Server

As more people in your organization install PacerForum servers, you will find yourself wanting to track information on more than one server.
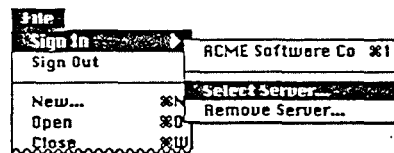
To select a new server, choose the **Select Server...** command from the **Sign In** submenu in the **File** menu. PacerForum opens a dialog box that lets you choose another server. This dialog box is identical to the one you saw when you started PacerForum for the first time.
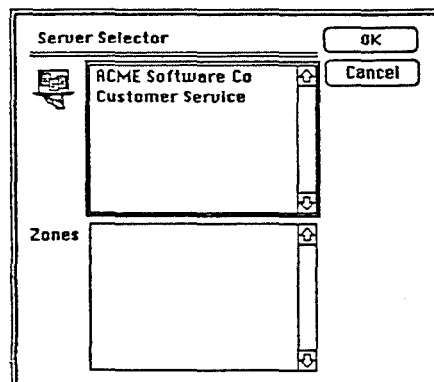
Select the PacerForum server you want to use from the upper list and click OK. PacerForum adds the name of the new server to the **Sign In** submenu so that you can connect to it quickly in the future.
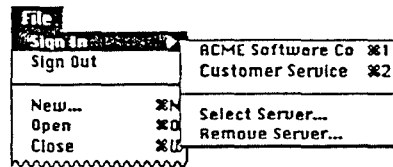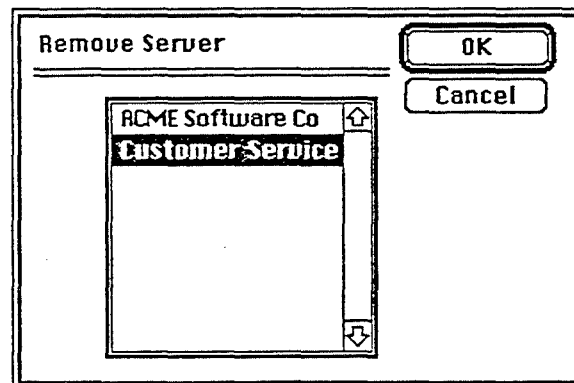

When you select a new server, PacerForum opens a dialog box that lets you sign in.
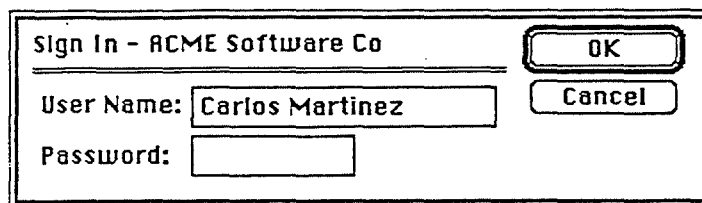
Removing a Server Name

To remove a server name from the **Sign In** submenu, choose the **Remove Server...** command from the **Sign In** submenu. PacerForum opens a dialog box that lets you choose a server name to remove.

Select the server name and click OK to remove the server name from the submenu.

Removing a server name from the pop-up menu does not prevent you from signing in to that server in the future.

Signing Out

When you quit PacerForum, PacerForum usually keeps you connected to all the servers you were using. The next time you start PacerForum, it opens any windows that were open the last time you quit without asking you to sign in again.

If you are going to be away from your Macintosh for some time, you may want to sign out. Signing out disconnects you from the PacerForum server you were connected to. Signing out also means that you will not receive any notification when another PacerForum user modifies a bulletin board or topic.

To sign out from a server

1. Click on a window that belongs to the PacerForum server you want to disconnect from
2. Choose Sign Out from the File menu

Signing In as a Different User

There may be times when you are in someone else's office and you want to use their PacerForum application to sign in under your name instead of their name. To sign in as a different user:
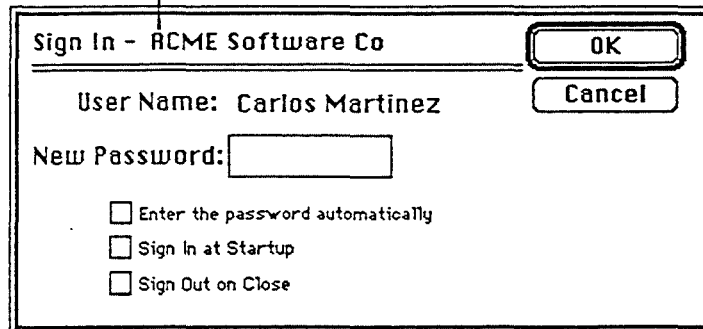
1. Make sure the **Enter Password Automatically** option is off in the Sign In preferences. See "Sign In Preferences" below to learn how to do this.
2. Choose **Sign Out** from the File menu.
3. If the server you want to connect to is in the **Sign In** submenu, choose it, otherwise choose **Select Server...** and choose a PacerForum server.
4. When PacerForum prompts you for a user name and password, type your name and password.
5. After you are finished, be sure to choose **Sign Out** from the File menu.

Sign In Preferences

The **Sign In Preferences...** command lets you change your password and modify some of the ways that the PacerForum application on your Macintosh deals with the PacerForum servers it is connected to.

When you choose the **Sign In Preferences...** command in the **Edit** menu, PacerForum opens a dialog box that lets you change your preferences. Note that the Sign In dialog box refers to a particular PacerForum server. You can set different options, including different passwords, on different servers.

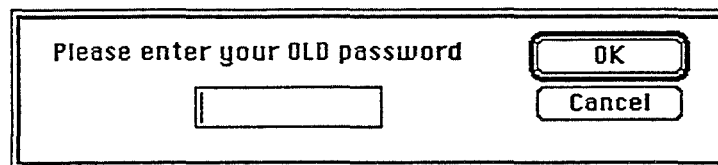Sign in preferences
for this server ————————

```
Sign In - ACME Software Co          [    OK    ]

      User Name:  Carlos Martinez       [  Cancel  ]

New Password:[                    ]

         [ ] Enter the password automatically
         [ ] Sign In at Startup
         [ ] Sign Out on Close
```
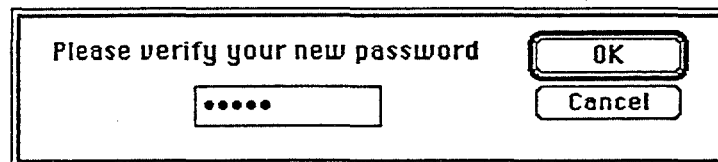
Changing Your Password

To change your password, type a new password in the New Password field. The characters will show up as bullets.

PacerForum asks you to verify your *old* password.

```
Please enter your OLD password        [    OK    ]
            [              ]          [  Cancel  ]
```

Finally, PacerForum asks you to verify your new password.

```
Please verify your new password        [    OK    ]
            [ •••••        ]          [  Cancel  ]
```

Enter Password Automatically

When you select this option, PacerForum doesn't ask you for a password when you first start it after turning your Macintosh on. Turning this option on means that you can get into PacerForum faster, but it also means that anyone who starts PacerForum from your Macintosh can read any bulletin board that you have access to.

Sign In at Startup

When you select this option, PacerForum connects to PacerForum servers when you start your Macintosh. It connects to the servers that you were connected to when you last quit PacerForum.

Selecting this option means that you get notification windows even if you don't start the PacerForum application.
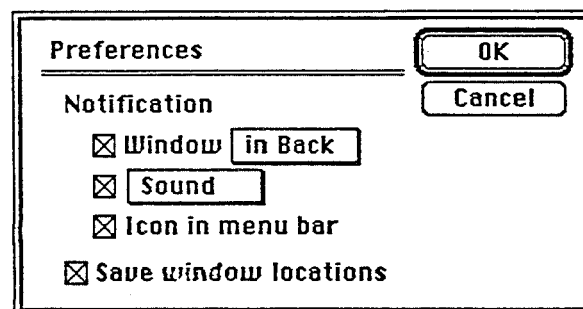
Sign Out on Close

Usually, when you quit PacerForum or close the last window of a PacerForum server, the PacerForum application keeps you connected to the server so that you can be notified. When you select **Sign Out on Close**, PacerForum disconnects you from the servers when you close all the windows or when you quit PacerForum.

Choose this option if you want to make sure that no one has unauthorized use of PacerForum when you are away from your Macintosh.

PacerForum Preferences

The **Preferences** command in the **Edit** menu let you change how PacerForum notifies you when another user adds a response or creates a new topic. It also lets you spcecify whether PacerForum saves the locations of windows.

```
┌─────────────────────────────────────────────┐
│  Preferences          ╭─────────────╮        │
│                       │     OK      │        │
│  ─────────────────────╰─────────────╯        │
│  Notification         ╭─────────────╮        │
│                       │   Cancel    │        │
│    ☒ Window ┌─in Back─┐╰─────────────╯       │
│    ☒ │ Sound        │                        │
│    ☒ Icon in menu bar                        │
│  ☒ Save window locations                     │
└─────────────────────────────────────────────┘
```

After changing your preference settings, click **OK** to save them.

Notification Preferences

PacerForum normally displays a notification window, plays a sound, and blinks an icon in the Apple menu to let you know when another PacerForum user has added a response to a topic or created a new topic.

To have PacerForum display notification windows, select the **Window** check box. If you do not want notifications windows to appear, unselect the check box. Use the pop-up menu to choose whether the notification window should appear in front of or behind all other windows.

Note: Having notifier windows appear in front of other windows may cause problems for some applications.

Notification windows appear in the lower right corner of your Macintosh display. If you move the window, PacerForum saves the new window location, and new notification windows will show up there.

If you want PacerForum to play a notifier sound, select the **Sound** check box. The **Sound** pop-up menu lets you use a sound from the Clipboard as your notifier sound, play the current notifier sound, or return to the default notifier sound. To use a different sound as your notifier sound, first copy the sound to the Clipboard, then choose **Use Clipboard Sound** from the **Sound** pop-up menu.

If you want PacerForum to display a small, flashing PacerForum icon in place of the application icon in right edge of the menu bar, select the **Icon in menu bar** check box.
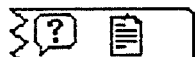
If you are using System 6, the icon appears in place of the Apple icon in the left edge of the menu bar.

Window Preferences

To have PacerForum remember all of the windows that were open when you quit PacerForum, select the **Save window locations** check box. The next time you start PacerForum, it will open all the windows in the same location.